

# PMCF OFFENDER HANDBOOK PART I


## *Pt. MacKenzie Correctional Farm*

*Revised May 2013*

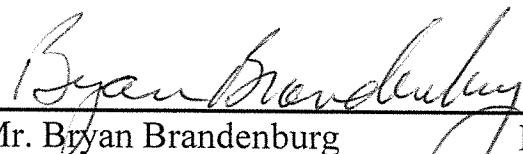


This handbook is considered current at the time of printing; however, some change is certain. Changes in operations, policy, or procedure will be incorporated in a revised version of the handbook periodically.

The Offender Handbook is property of the State. **It must be kept in your room at all times.** If the handbook is damaged or lost from your room, you will be responsible for replacement at the cost of \$5.00.

  
\_\_\_\_\_  
Ms. Amy Rabeau  
Superintendent

5/21/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mr. Bryan Brandenburg  
Director of Institutions

5/21/13  
\_\_\_\_\_  
Date

## **PART I**

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# **MISSION STATEMENT**

## **POINT MACKENZIE CORRECTIONAL FARM**

The mission of the Point Mackenzie Correctional Farm (PMCF) is to complement the Department of Corrections by functioning as a transitional link between traditional correctional facilities and the community. It is our goal to provide an opportunity for offenders to work productively and acquire or improve on their work ethic and occupational skills.

Point Mackenzie resolves to:

- Provide opportunities for the offender to demonstrate responsibility for himself.
- Provide viable work opportunities for the PMCF offender population.
- Offer educational opportunities to obtain a GED; to expand life skills and vocational skills through farming, mechanics, building maintenance, heavy equipment operation, basic computer operation, and building construction and maintenance.
- Provide assistance to the community through involvement with local community service projects.

PMCF's ongoing effort is the development and expansion of a non-traditional minimum security/custody facility for incarcerated men that provide work opportunities within a structured environment, while continuing to provide for quality animal husbandry and the development of viable produce and feed crops for use statewide in correctional facilities.

## *Superintendent's Note*

This *Offender Handbook* has been prepared to give you an overview of what you should know while you are assigned to this correctional facility. This handbook is not, nor intended to be, all-inclusive. Every effort will be made to update this handbook on a regular basis to address adjustments or changes in operations. If you have questions regarding a particular item, it is your responsibility to ask for clarification from one of the staff.

Upon arrival (or within the first week) you will have had an orientation session that will address the key elements of behavior, types of job assignments, and the basic do's and don'ts of life at this facility.

This program may be different from other facilities you have been to. It is an open setting that one could "walk away from." If you go past the posted signs or beyond the areas described below, when not on an authorized work detail, you will face disciplinary action [22 AAC 05.400 (b) (3) escape or evasion from custody].

Unless you are on an authorized work detail, you must remain within the main compound. The main compound's boundaries are defined as:

- East to West between the road separating the ball field from the ATCO housing units and the signs posted towards the main gate near Houses 1 and 2.
- North to South between Greenhouse 1 and the road traversing East to West from the ATCO housing units to the Alamo and CUB Building.
- AT NO TIME ARE YOU ALLOWED near the wooden fence line surrounding the perimeter of the facility, except when you are assigned to an authorized work detail.
- ONLY prisoners who reside in House 1 and 2 are permitted to travel to those units.
- During the summer months, access to the airstrip to the out of bounds marker for jogging and walking is limited to 2230hrs (10:30 PM). During the winter, access to this area will be limited to 1800hrs (6.00 PM).

Any work details outside of these boundaries are to be cleared with the on-duty shift supervisor.

Any prisoner found beyond the listed boundaries after 2300hrs (11.00pm lockdown) will be charged with escape under 22 AAC 05.400 (b) (3). No exceptions.

Understand that *if you leave the grounds, you will be charged with a felony escape*, not a walk-away. We will also request prosecution of any individual who assists in an escape.

Take the time to read this handbook and become familiar with it. Adhering to the rules and policies addressed in this booklet will make your stay here more productive and the staff more willing to work with you as you prepare yourself for release.

Amy Rabeau,  
Superintendent

## The Six Pillars of Morals and Character.

- **Trustworthiness:**  
Be honest, don't deceive, cheat or steal ♦ Be reliable, do what you say you'll do ♦ Have the courage to do the right thing ♦ Build a good reputation ♦ Be loyal, stand by your family, friends and country.
- **Respect:**  
Treat others with respect, follow the Golden Rule ♦ Be tolerant and accepting of differences ♦ Use good manners, not bad language ♦ Be considerate of the feelings of others ♦ Don't threaten, hit or hurt anyone-choose respect.
- **Responsibility:**  
Do what you are supposed to do ♦ Plan ahead ♦ Persevere: keep on trying! ♦ Always do your best ♦ Use self-control ♦ Be self-disciplined ♦ Think before you act-consider the consequences ♦ Be accountable for your words, actions, and attitudes ♦ Set examples for others.
- **Fairness:**  
Play by the rules ♦ Take turns and share ♦ Be open-minded; listen to others ♦ Don't take advantage of others ♦ Don't blame others carelessly ♦ Treat all people fairly.
- **Caring:**  
Be kind ♦ Be compassionate and show you care ♦ Express gratitude ♦ Forgive others ♦ Help people in need.
- **Citizenship:**  
Do you share to make your community better ♦ Cooperate ♦ Get involved in community affairs ♦ Be a good neighbor ♦ Obey laws and rules ♦ Respect authority ♦ Protect the environment ♦ Volunteer.

With credit to Michael Josephson, President, Josephson Institute Center for Youth Ethics

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## **PROHIBITED ACTS**

Although there are significant differences between this correctional facility and others around the state, the same basic prohibited acts exist. A copy of Title 22 of the Alaska Administrative Code covering those prohibited acts is provided in the library for review. A few specific items to watch out for include: gambling, stealing, providing false information, missing (or late) counts/meetings, being in unauthorized areas, tattooing, fighting, tampering with locks or doors, refusing direct orders, refusing a urinalysis test, or involvement with any contraband. Conduct violations may be handled informally through the Shift Sergeant or Lieutenant or, depending on severity, may cause you to be removed from the site.

### **Disciplinary Infractions and Penalties**

As stated previously, if you violate a rule, you will face some form of action, either informally or formally through the disciplinary process before a Hearing Officer. The Hearing Officer will follow Title 22 of the Alaska Administrative Code and DOC Policy and Procedure Chapter 809.

Generally, penalties may include termination of privileges such as contact visits, telephone, electrical equipment in your room, or commissary. For a minor offense, this could be up to 20 days and for a low moderate offense, up to 40 days. High moderate offenses may be cause for your removal from the facility.

Keep in mind that possessing, using, or introducing **any contraband** is a high-moderate infraction. Because of the open setting, individuals believe that they can use tobacco, drugs, alcohol, etc., and never be caught. The staff will use whatever methods are available to identify such individuals and request the full extent of penalty available by policy. Staff will also refer the name and information of any individual who assists from the outside to bring in contraband through visiting, mail, drop-offs, etc., to the proper authorities for possible criminal prosecution. Use of drugs and/or alcohol (UA's are routine and taken every day) can end your visiting privileges and will be cause for your removal from this facility. Promotion of contraband may also result in new criminal charges.

**The use of unlawful or unauthorized drugs, including alcohol, will not be tolerated at this correctional facility. Effective August 27, 1999, all tobacco products are considered contraband. Offenders at this facility are not permitted to use tobacco in any form.**

***An inmate in possession of any electronic communication device (cell phone, etc.) will be charged with possession of an escape implement. (22 AAC 05.400 (b) (8)).***

***Spitting, throwing bodily fluids or waste on or at staff or visitors is considered assault and a violation of 22 AAC 05.400 (b) (2) assault upon a staff member or a visitor.***



## **SEARCHES, SHAKEDOWNS, AND DRUG SCREENING**

As is routine at a correctional facility, you will find that your room will be searched periodically while you stay at this facility. Such searches will be at random (unless there is specific cause) and every effort will be made not to damage any personal property. You or your work areas are subject to search at any time by any staff.

Any pictures reflecting nudity of adults or children will be confiscated as contraband, no matter the composition.

The posting/hanging of any picture in any area of an adult or child who is not properly clothed is not permitted. Please refer to visitation guidelines for the definition of being “properly clothed.” If these pictures are found hanging in your room they are subject to immediate seizure and disposal.

You will be routinely subjected to urinalysis testing (UA) for alcohol, drugs, etc., using approved test equipment. Any individual refusing such tests will face disciplinary action and removal from the site. If your UA is identified by facility staff as positive for the presence of drugs, you may request a retest by an independent laboratory. If your retest is confirmed as positive, you will be accountable for paying all costs associated with the retest.

## **ACCESS TO THE PROBATION OFFICER**

This facility has one Probation Officer who handles offender time accounting, parole actions, classification actions, etc. Therefore, access to the Probation Officer is by written request. When requests (cop-outs) are submitted, make sure you submit a detailed purpose for seeing the PO. For emergencies, check with the security staff on duty. He/she processes releases and travel arrangements 30 days prior to the release. If you are within 30 days of release and have not been called, please make an appointment with the on-duty shift supervisor by “cop-out” as early as possible within 30 days of your release. DO NOT WAIT UNTIL 4:30 PM the day before your release.

### **Classification Process**

By the nature of your arrival at this correctional facility, your custody has been reduced or increased to minimum. This may have happened by a formal classification action at your previous facility or by administrative override by the Department of Corrections (DOC). The Probation Officer will review for classification only those individuals who have not had an initial classification. You will be notified should your status be reviewed and to obtain any information that may be required for that review.

### **Community Residential Center (CRC)**

If you are eligible for CRC placement, your name is placed on a list. Your position on the list is based upon your arrival date at this facility. When your name comes up, the appropriate paperwork is submitted to DOC Classification for review and finalization. Staff will advise you once Central Classification has made a determination.. Repeatedly asking staff if they have heard anything on your furlough status will NOT help a furlough action occur sooner.

## **RIGHTS, PRIVILEGES, AND ACTIVITIES**

You retain the same basic rights here that you had in other correctional facilities, with few differences.

- Staff will make sure that you are able to talk to your legal representative when necessary. You have direct access through the inmate phone system. No direct dial calls will be made.
- If you need access to a law library or legal material that is not available here, you can request materials be sent to you here. On such legal requests, send a cop-out to the Probation Officer.
- The Superintendent must approve interviews by news media representatives in advance. Specific guidelines will be provided to you at that time.
- Mail and contact visiting is addressed later in this booklet.
- **You do not have the right to refuse to work or miss count** at this correctional facility. Refusal will result in disciplinary action, including your involuntary removal from this site. Counts and site movement are addressed later in this booklet.
- **If you are eligible to vote in custody and wish to vote you must do so by absentee ballot. To get a ballot write to:**

Absentee and Petition Office  
619 E. Ship Creek Ave, #329  
Anchorage, AK 99501-1677

### **Request a ballot from your district.**

**The restoration of voting right may occur after release. If you are interested in having your voting right restored you must discuss this with your PO during release planning.**

Sec. 33.30.241. Effect of judgment of conviction on civil rights.

- (a) A person who is convicted of a felony involving moral turpitude as defined in AS 15.80.010 is disqualified from voting in a state or municipal election until the person's unconditional discharge.
- (b) A person who is convicted of a felony is disqualified from serving as a juror until the person's unconditional discharge.
- (c) In this section "unconditional discharge" has the meaning given in AS 12.55.185.

Sec. 15.80.010. Definitions.

In this title, unless the context otherwise requires,

"Felony involving moral turpitude" includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury,

perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, sex trafficking, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography;

#### Sec. 12.55.185. Definitions.

In this chapter, unless the context requires otherwise,

"Unconditional discharge" means that a defendant is released from all disability arising under a sentence, including probation and parole;

#### **Grievance Procedures**

Every effort will be made to resolve issues informally before it is necessary to use the grievance procedures. If this does not work, you do have the right to file a grievance (per Title 22 of the Alaska Administrative Code). Once the paperwork is filed, forward it to the Lieutenant, who will in turn bring it to the attention of the Superintendent within the next normal business day for appropriate action.

#### **OFFENDER TRUST FUND ACCOUNT (ACOMS)**

Any monies that you had at your previous placement will have been forwarded here. *If you find that you have been shorted money for work, send a letter or cop-out to the previous facility for action.*

- **Child support deductions will be handled in the same manner as in any other facility.**

You are allowed to spend what you have in your account while here, but you are not allowed to go into debt. Likewise, it is your responsibility to ensure you have money for clothing and hygiene items and that you do not spend it all on commissary. Staff will provide laundry soap and toiletries to those who meet the criteria for "indigent prisoner status."

Any questions regarding the balance of your financial account are to be forwarded to the Security Office. These requests will be reviewed and answered by the night shift duty officer.

#### **Check Requests**

If you wish to have a check written to disburse monies from your account, you must submit a "Check Request" form with a complete explanation. If you are ordering clothing or other property from a vendor, you must also include a cop-out request to the Property Officer for approval. Check requests must be placed in the 'White Box' at the Security Office on Tuesdays.

Check Requests/Fund Disbursements must contain a complete and specific explanation of your reason for disbursing funds. If it does not, it will be returned to you unprocessed.

Checks are usually ready for mailing by Thursdays. You will be notified when your check is ready.

## **ACCESS TO HEALTH CARE**

The Nurse is on duty Monday through Wednesday between 0800-1600 hrs (8:00 AM – 4:00 PM). Your medical charts have been transferred with you so that your medical care can be continued. During the hours when there is no medical person on site, security staff will provide first aid. Emergencies will be managed on a case-by-case basis through conference with the on-call DOC Physician's Assistant.

Dental and Optical care is available for PMCF inmates. You will be transported to another correctional facility to have these services performed. Times where dental and optical services are available at other facilities are limited. If you require these services, submit a care request to the nurse for evaluation and then the Institutional Health Care Provider will review for further action.

**Prescribed Medications are dispensed after the morning meetings Monday through Saturday; after breakfast on Sunday's at 12:45 PM in the afternoons and 6:45 PM in the evenings at the security building.**

**If you need over the counter medications you must either purchase them off of commissary or get a "prescription" for them from medical.**

If you are given time off work after reporting to Sick Call, you will be given a signed "pink slip." This must be presented for signature to your crew leader and an on-duty officer. Although you are then excused from work, you are still responsible for all mandatory counts during the day unless strict bed rest is ordered. If excused from work due to sickness, you are not allowed to roam the facility; you are to remain in your assigned room, except for meals and counts. To be in any other area will result in disciplinary action.

Fees for medical assistance and medication will be automatically deducted from your funds, as deemed applicable by Medical. Questions/concerns regarding deducted fees should go through Medical.

## **WORK AND JOB ASSIGNMENTS**

There are a variety of permanent and non-permanent jobs available at PMCF, to include: Food Service, Processing, Supply, Janitorial, Education, Facility Maintenance, Vehicle Maintenance, Carpentry, Livestock & Poultry, Greenhouse & Fields, Landscaping and the general labor pool. When hired for a permanent position your first fourteen days will be at general labor crew pay. Your skills and prior work experience will be evaluated. After fourteen days you may be considered for permanent placement, if not hired you will be returned to a non-working status receiving no pay.

Each department is supervised by an inmate *crew leader* responsible for leading inmate crews in assigned work and acting as a liaison between inmate workers and staff.

### **Gratuity Pay**

Work positions are categorized in various levels of pay. Please contact staff regarding prisoner employment.

### **Crew Leader Positions**

A crew leader is assigned to each crew and is subordinate to a staff member. The crew leader position assumes a great deal of responsibility and is expected to ensure his crew achieves the intended results. They assist staff in assigning work and overseeing other inmate workers in their areas to ensure the work gets done.

### **Work Hours**

Hours and days of work vary from position to position. You will only be paid for hours worked. Saturday and Sunday are regular days off. In the summer months this schedule will change, depending on your position you may have to work a 6<sup>th</sup> day with a floating day off.

You must be in your assigned work area during scheduled hours for work. Before leaving your assigned work area for any reason, you must notify your crew leader.

*The use of a music disc player or any personal listening device requiring the wearing of headphones is not permitted during work hours. This is a safety issue. If you are discovered wearing headphones, your listening device will be confiscated.*

### **Job Changes**

If you wish to move to a different position on another crew, you can request to change jobs by submitting a completed "Job Transfer" form to your crew leader. You must get the permission of the **staff supervisor** of the position being left and for the position being sought before a job change will be granted

Transfers are completed on Mondays after receiving approval from the staff supervising each department. Job transfers are allowed once every 30 days; however, staff may request a waiver from the Lieutenant if the transfer benefits the facility.

If a prisoner seeks more than two job changes in a 3 month period they will be placed in the general labor pool and worked when needed.

### **Gratuity Decreases**

You can have your gratuity pay decreased based on poor performance, attitude, disciplinary action, or job changes, either voluntary or involuntary. Missing mandatory counts can also result in a lowered gratuity. Any individual refusing to work will be removed from the facility and sent to Goose Creek Correctional Center.

All gratuity pay decreases will be done through either a) formal disciplinary action or b) completion of an Inmate Job Action Form (see APPENDIX 'C') by the staff member responsible for the area the prisoner is assigned. Both methods allow for an explanation and give those affected an opportunity to request reconsideration of the action taken.

The Point Mackenzie Correctional Farm is a work facility and anyone assigned to this facility is expected to work. It is our goal that workers will develop or maintain a good work ethic and take

pride in what they do regardless of pay or position. It is the good work of those prisoners who reside here that makes the facility function.

### **Work Area Staff Supervisors**

#### **Culinary**

*Ms. Legally, Kitchen Manager*

#### **Custodial**

*Security Staff*

#### **General Labor Pool/Grounds**

*Security Staff*

#### **Electrical/Maintenance/Carpentry**

*Mr. Campbell, Maintenance*

#### **Vehicle/Mechanical**

*Mr. Campbell, Maintenance*

#### **Greenhouse/Fields/Animals**

*Mr. Boyd Contract Farm Technician*

#### **Education**

*Mr. Collison Staff Education Coordinator*

#### **Supply/Tool Room**

*Mr. Campbell, Maintenance*

#### **Job-Camp Services Officer**

*Security Staff*

### **DAILY SCHEDULE**

The following is the general daily schedule for the Point Mackenzie Farm. Any adjustments will be posted in the dining room and library.

#### **Monday through Saturday**

1:00 a.m. ....Count in assigned bedroom  
4:00 a.m. ....Count in assigned bedroom  
To Be Posted..... Breakfast  
**8:00 a.m.....Mandatory count & Mandatory morning meeting**  
**(You must be present and counted in the dining hall by 8.00am)**  
8:15 a.m. – 8:45 a.m. .... Medication and sick call at Medical after meeting  
**8:15 a.m..... Report to work at assigned job after the morning meeting**  
To Be Posted.....Visitation  
10:00 a.m. .... 15-minute break  
10:15 a.m. .... Return to work  
11:30 a.m. .... Lunch Break  
**12:00 p.m. - 12:30 p.m. ....Mandatory Count and lunch in the Dining Hall**  
12:45 p.m. - 1:00 p.m.....Medication and Sick Call  
1:00 p.m. ....Report to work at assigned job  
**3:00 p.m. - 3:15 p.m. .... Mandatory Count at Security Office and Break**  
3:15 pm ..... Return to Work  
**5:30 p.m.....Released from work**  
**6:15 p.m. - 6:45 p.m. ....Mandatory Count and Dinner in the Dining Hall**  
To Be Posted..... Medication and sick call  
**8:00 p.m. to 8:15 p.m. ....Mandatory Count at Security Office**  
**11:00 p.m. to 11:15 p.m. .... Curfew and Mandatory count in assigned bedroom**  
11:00pm to 7:00am .....Lockdown, prisoners to remain in assigned housing unit area during this time.

#### **Saturday, Sunday, and Holiday Schedule**

**8:00 a.m. - 8:30 a.m.....Mandatory Count and Breakfast in the Dining Room**

(You must be present and counted in the dining hall by 8.00am)

9:00 a.m. - 9:15 a.m. .... Medication and Sick Call  
To be posted..... Visitation  
**12:00 p.m. - 12:30 p.m. .... Mandatory Count** and lunch in the Dining Hall  
12:45 p.m. - 1:00 p.m..... Medication and Sick Call  
**3:00 p.m. - 3:15 p.m. .... Mandatory Count at the Security Office**  
(Inmates with visitors will be counted in the Visiting area)  
**6:15 p.m. - 6:45 p.m. .... Mandatory Count** and Dinner in the Dining Hall  
6:45 p.m. - 7:00 p.m..... Medication call at security office  
**8:00 p.m. to 8:15 p.m. .... Mandatory Count at Security Office**

**Room Curfew and all other counts remain the same as the Monday through Friday schedule.**

## **COUNTS**

Counts are indicated on the schedules above in **BOLD**. **ALL COUNTS ARE MANDATORY. YOU ARE RESPONSIBLE** for ensuring you make all counts. You must be at the prescribed place for each count. During visitation, inmates with visitors will be counted in the visiting area.

Except those individuals assigned to night work shifts, all individuals are to be in their assigned rooms for the 11:00 p.m. count seven days a week. **There will be no use of telephones, showers, or laundry facilities after curfew hour of 11:00 p.m.**

**You do not have the right to miss count or refuse to work** at this correctional facility. Refusal will result in your involuntary removal from this site and may negatively impact your furlough or electronic monitoring placement.

Additional counts (besides those listed above) may be conducted in various work sites at any time.

## **MEALS**

Each meal serving period lasts 30 minutes at the times listed on the daily schedule. If you do not show up during that 30-minute period, you will forfeit your meal and you will have missed count.

Proper clothing must be worn at all meals. No torn, excessively worn, or filthy clothing is allowed. **Personal Protection Equipment (PPE) is to remain at the prisoner's work area it is not to be worn to or into the kitchen/dining area.** Armpits must be covered (no tank-tops or shirtless). Be sure to wash up after leaving your work area and before entering the dining room.

We have a small dining room; please do not linger. Eat your meal and leave so others will have room to eat their meals.

No kitchen utensils are to leave the kitchen/dining room area. If you are found removing utensils, bowls, cups, or plates from the area, you will face disciplinary action. Any such items found in assigned rooms will subject the occupants to disciplinary action.

## **PROGRAM INVOLVEMENT**

You have the right to participate or refuse to participate in any non-court ordered counseling, vocational, educational, or pre-release programs. It is not mandatory that you participate in recreational or other activity (except work assignment), submit to contact from the media, visitors or legal representatives. **However, your refusal to participate or complete programming that has been recommended as a precondition of your furlough placement may negatively impact or delay approval of a furlough.**

The Probation Officer will make referrals to the Education Coordinator for any recommended programming. *(See Appendix 'B' for available educational/program course listings).*

## **COMMUNICATION**

### **Telephones**

Phones are available to you and are maintained the same as in other state facilities, by a separate private company contracted by the Department to provide this service. Phone use is restricted to your living area, such as House 1, House 2, the Alamo or the ATCO phone room (located against the Big Barn for those assigned to ATCO rooms).

Phones are available for use from 8:00 a.m. (0800hrs) until 11:00 p.m. (2300hrs) daily. However, **PHONE USE IS RESTRICTED DURING THE WORK DAY.**

Phone use during work hours requires permission from staff, with the exception of meal periods and scheduled breaks. (See daily schedules).

Telephone numbers you contact will be blocked permanently if:

- They are used to forward or place calls through to a third party.
- They are cellular phone numbers.
- They are used to promote contraband or other illegal enterprise or behavior (This includes abuse or threats towards others).

If the phone privilege is abused, you can be denied access and face disciplinary action.



### **Family Emergencies**

Family members should call the main number of the facility for emergency purposes only and they must state the nature of the emergency. The facility's main number is (907) 376-2976.

Staff will not take or relay messages, except for actual emergencies. Staff will verify emergencies with hospital staff, emergency services, school officials, law enforcement, etc. Providing false information may result in prosecution, disciplinary or administrative action. If we cannot substantiate the emergency no message will be passed along to you.

### **Mail**

**Outgoing mail:** All outgoing mail must be addressed in the following manner:

Joe Prisoner O#123456 C/O  
Pt. Mackenzie Correctional Farm  
PO Box 877730  
Wasilla, AK 99687-7730

Incomplete addresses, nicknames, illegible writing, abbreviations (except for state abbreviations as part of the address), code, written language not understandable by the reader or gang style writing or graphics on envelopes or packages will be cause to return them to you unsent. Do not draw pictures or write messages on the envelope(s).

Outgoing mail is to be placed in the mailbox located just in front of the Security Office before 11:00 p.m. daily for next day mailing. There is no mail service on weekends or holidays.

Outgoing mail is not to be sealed before being placed in the mailbox. All outgoing mail and packages must be inspected before sealing. Packages will not be mailed if you have insufficient funds to pay for postage.

**Legal mail** will be inspected by and sealed in the presence of a Correctional Officer.

Once transferred or released from PMCF, it is your responsibility to contact your correspondents with your address change. Any mail received after your release or transfer will be returned to sender.

### **Incoming Legal Mail**

Will be opened in your presence, the face of the envelope or package will be photocopied and given to you. The envelope/package will be disposed of.

**Incoming mail** and Cop-Out responses will be available after the 3.00pm count has cleared at the shift office, Monday through Friday. Please advise senders that they must clearly address all incoming mail in the following manner:

Joe Prisoner C/O  
Pt. Mackenzie Correctional Farm  
PO Box 877730  
Wasilla, AK 99687

If the sender has your prisoner number they should include it next to your name to ensure proper delivery. Illegibly addressed mail will be returned to sender or the post office as undeliverable.

Prior written approval of the lieutenant is required for ALL incoming property. Packages without prior approval may be returned to the sender at your expense.

When you request approval to receive property, be certain to list by specific item what you expect to receive or your request will be returned to you. If a non-approved item is found in a received package, the entire package and its contents will be returned to sender. **Remind your family/friends that this is not the place to send surprise packages.** The mailing of illegal drugs or alcohol is a Federal Crime.

**DO NOT ORDER C.O.D.** The Post Office will not accept C.O.D. packages. They will be returned to the sender.

## **OFFENDER PROPERTY**

All personal property must be listed on the personal property inventory sheet in your file. In the event of any theft and to avoid confusion as to ownership, you are to have your inventory sheet updated regularly and it should include any identifying markings, numbers, etchings or labels. ***The bottom line is: If it is not on your inventory sheet, it does not belong to you.***

You will be allowed a 13" TV, with the Superintendent's or designee's approval if you meet all of the following criteria:

- a. Have a high school diploma or GED or it has been determined that you are incapable of obtaining such.
- b. Are actively involved in an approved educational, vocational, or work program.
- c. Are current on any court-ordered treatment and restitution.
- d. Are able to pay the expense of owning the television and will pay the \$3.00 per month electrical service charge (paid in advance).

You may have a total of three (3) electrical items, excluding those just mentioned. Stereo systems, including those with detachable speakers, will be no larger than a 13" TV and the cost will not exceed \$150.00. You **may not** have the following: VCR, Cassette Tape Player or recorder, computer or modem, WiFi capable or Hotspot devices, personal electronic communication devices, digital books, personal gaming devices, coffee pot, hot plate, refrigerator or any appliance for heating food.

- **Cords must be plugged directly into the wall or into a certified surge protector-no extension cords.**
- ***The use of a music disc player or any personal listening device requiring the wearing of headphones is not permitted during work hours. This is a safety issue. If you are discovered wearing headphones, your listening device will be confiscated.***

Due to the occasional power outage it will be necessary for the facility to operate on generator power. During these periods the camp may suffer power spikes which are potentially harmful to electronic devices. Use of any these items is at your risk, the State of Alaska will not replace any item damaged due to power source issues.

If you are transferred from the facility, upon your arrival at the designated facility, you have 10 working days to make a written request the sending facility for the shipment or pick-up of all property remaining at the sending institution. You may request a one-time extension of up to 30 days in order to make arrangements to have the property disbursed from the sending facility or to obtain funds to ship the property. All shipments of property shall be at the prisoner's expense. Exception: The department will ship one box of personal property at no cost to indigent prisoners.

### **Mailed in Property**

If you wish to have property mailed in at the facility, you must first submit a cop-out for this request to the Lieutenant. Your cop-out must list the specific items you request to have mailed in. Incomplete or vague descriptions will be returned to you unapproved. The following items will not be accepted:

- Food
- Electronics
- Over the counter medications or supplements
- Personal hygiene items and laundry soap
- No bedding, towels or wash cloths
- Mail-Must be forwarded or sent in through the US Postal Service.

All approved items received may be picked up at the Property Office, after being inspected by Security and inventoried by the Property Officer. Due to varying facility demands on staff time, this may not occur on the same day as when Mailed in.

The Department is not liable for lost, stolen or damaged property you retain.

**Items brought in will not be allowed for resale or gifting to another prisoner.**

**If unapproved-unaccepted property is left at the front gate, it will be considered abandoned property and disposed of in accordance with department policy. YOU WILL NOT RECEIVE IT or BE COMPENSATED FOR IT.**

REMEMBER: **You must have prior approval from the Property Officer to have items Mailed in** for you, except money.

### **VISITING**

The schedule changes depending on the season. Please see the attached addendum.

Only visitor applications from prisoners will be accepted, applications from other sources will not be processed. The visitor application must be submitted at least **72 hours** before the requested visit. Please make every effort to be thorough in providing information to include your name. Failure to provide the required information about your prospective visitor will result in your visitor not being approved. Please keep in mind there will be no last minute approvals granted. It is your responsibility to complete the visitor application form in a timely manner.

Prospective visitors must meet specific security criteria for entrance to this facility. Visitors who have been incarcerated within the last 60 days will not be allowed to visit without prior approval of the Superintendent.

Visitors who are on parole or probation will not be allowed to have visitation without written approval from their supervising Probation Officer *and* the Superintendent. Persons on the Statewide Barred Visitor List or those with prior visiting or contraband related problems will not be cleared to enter.

- A maximum of three adult visitors will be allowed per offender during any one visit. The Lieutenant or Sergeant/Officer on-duty must authorize exceptions to this number.
- Visiting minors (those under the age of 18) must be accompanied by a legal guardian. If the minor is your child, and there is no court order prohibiting contact between you, the child can be accompanied by a responsible adult.
- Visitors will park their personal vehicles outside the gate (special arrangements will be made for visitors with disabilities). You may not meet your visitors at the gate nor walk them back when visiting is over.
- ***Visitors may not be dropped off and left without an immediate ride. Their transportation must be available at all times during the visit. If the visitor's ride leaves before or during the visit, the visit will be cancelled immediately and the visitor will have to call a cab and leave the facility.***
- Inmates and visitors will be dressed in an appropriate manner. No shorts, cut-offs, provocative, or excessively revealing clothing will be allowed. (*See Appendix 'A'*) The on-duty staff will determine if the attire is suitable, and if not, the visitor will not be allowed to visit. ***It is your responsibility to advise your family and friends of proper attire for visiting***
- All visitors and their vehicles are subject to search upon entry to this correctional facility. Refusal of search or upon finding any contraband will be cause to terminate visitation rights.
- Visitors and inmates will not be allowed to take anything into visiting. No packages, food items of any kind, games, etc., will be allowed taken into the visiting area. Purses, packs, etc., should be secured within the visitor's vehicle before going through the gate. The only exceptions are: use of jackets/coats during inclement weather, and visitors may bring in necessary items for a small infant such as one filled bottle, one diaper (open), one blanket, and one small diaper bag.

Any visitor who appears to be under the influence of drugs and/or alcohol will not be allowed to visit.

- Approved visitors and depositors are allowed to place monies on your books. You should remind them that the facility will only accept cash or certified checks for this purpose.
- All visits are "contact" and are held in an open setting. You and your visitors may embrace at the beginning and end of the visit. You must sit on the opposite side of the table from your visitor. Inappropriate behavior will not be tolerated and will cause termination of your visit. **Do not expect to receive warnings. Staff has the authority to terminate the visit and recommend barring of the visitor to the Superintendent.**

- It is the responsibility of you and your visitor to control the behavior and noise of any children visiting you so as not to interrupt other visitors. Children will not be allowed to run around inside or outside of the visiting area. ***If a problem with children arises that cannot be controlled, the visitor with the children will be asked to leave the facility.***
- Restroom use in the Visiting Room is restricted to visitor's use only. If an inmate requires the use of the bathroom after the beginning of the visit, the visit will be terminated.
- If you are found with contraband following a visit, the visitors will be barred from visiting any correctional facility and your visiting privileges will be suspended and you will be removed from site.

*(See Appendix 'A' for the List of Visiting Rules)*

## **COMMISSARY**

Commissary order forms are available from the Security Office each Thursday evening and are to be turned in to the mailbox by 11:00 p.m. on Thursday night. Orders received later than that time will not be accepted. Commissary will be distributed on the following Thursday.

Do not order more than what you have money on your account to pay for or you could lose this privilege. Staff will check your present account balance against what you are ordering. Commissary orders over the present account balance will be rejected as NSF (Non-Sufficient Funds).

You can make requests to purchase items by mail by submitting a cop-out to the Property Officer with a completed Check Request form and the vendors order form attached. These requests are reviewed by the Property Officer and Security Sergeant for approval and verification of funds.

Staff will issue a check to the designated store or vendor. You will not be allowed to go shopping. A check must accompany mail order purchases; no orders may be made on credit. Staff is not authorized to pick up merchandise from local stores or businesses for you.

As explained under Incoming Mail on page I – 14, packages with a COD will be returned at the Post Office.

*(See also 'Check Requests' on page I – 8)*

## **INMATE STORE**

The Pt. Mackenzie Inmate Store was founded March 2004 for the purpose of raising funds to better the camp environment. A list of items sold in the store is posted in the store window and can be obtained from the store clerk. See the store window for hours of operation.

Vouchers can be purchased one time per week by filling out the form available in the white box marked "Inmate Store" in front of the Security Office. The maximum allowable store credit is \$40. Slips must be placed into the box by Saturday at 10 p.m. for credit to be available at the store the following Wednesday.

The store may be closed at anytime for any reason.

## **HOUSING ASSIGNMENTS**

The security staff will approve all room assignments. The general rule is: next bed available. PMCF has various housing units available. Requests to move to a more desirable unit are based on such things as your overall behavior, job performance, facility record, and seniority (time on camp). Staff may also determine to remove you from a housing unit based on poor behavior and performance. It is always in your best interest to maintain a good behavior and institutional record while at PMCF.

You are not allowed to modify your room or the existing furniture. This includes rearranging furniture, adding or removing items of furniture, creating and/or installing shelf units, etc. Do not poke holes in the walls or damage the sheetrock in any way. Do not tape/tack items on the walls.

During work hours, you are not allowed to be in your room without authorization from the assigned staff overseeing your work detail or an on-duty correctional officer. If you violate this, you face disciplinary action.

**You are NOT allowed to visit in another housing area.**

Laundry facilities are provided for your living area. You are not allowed to use laundry facilities in another living area other than your own.

Phones are provided in your living area, and in the phone room for the ATCO units. You are only authorized the use of those phones for your housing unit.

You are required to keep your assigned room "inspection ready" at all times. Beds will be as tight as possible and will remain made up throughout the workday. Dirty clothing will be neatly stored under the bed or in the closet until they are washed or disposed of.

## **HYGIENE, GROOMING, AND SANITATION**

You will be permitted freedom in personal grooming and dress as long as your appearance does not conflict with common sense requirements for safety, hygiene, identification and security.

If you are not sure, check with security staff as to appropriateness. If your personal hygiene habits threaten your health or the health of others, or is offensive to others, you may be transferred to another correctional facility if you refuse to clean yourself up.

You are allowed to wear your own clothes at this facility. Wearing personal items of clothing is at your own risk. If they are damaged or destroyed while here, the facility is not responsible for replacement. They must be kept clean and in good repair. Remember: You may frequently be around farm equipment and power tools. Frayed, improperly fitting, torn, or worn-out items are not permitted and can pose a serious safety hazard. They will be confiscated if worn. Plan ahead to replace these items. The facility can provide you coveralls or other clothing to wear for work, if you desire alternative clothing for work details contact supply.

Wearing pants below the waist (sagging) is prohibited, if you have no other clothing available to you, you will be provided other clothing to wear. Also, be advised that tank tops will not be allowed in the meal lines; in the kitchen while working; in processing while working or in class. You must wear socks, shoes/boots and have covered armpits for meals.

- No apparel with logos supporting the consumption of alcohol or drugs will be allowed.
- No apparel with logos that could be considered insensitive towards gender, race or sexual orientation.
- No perceived gang related apparel is allowed.
- No profane, obscene or gang related graphics or logos will be allowed on any clothing item.

Shirts must be worn in the common area of the farm. You may remove your shirt only while working in the fields.

Personal Protection Equipment (PPE): The wearing of PPE's is required for prisoners working with tools necessitating their use or in areas where there are exposure risks to harmful chemicals or blood borne pathogens. PPE's are not to be taken from the assigned work area. PPE's are not to be worn to either the dining hall or any living area.

## **EQUIPMENT OPERATION**

Due to the possibility of equipment damage or personal injury, you will not be allowed to operate any farm equipment or vehicle until you have been checked out and cleared by the appropriate staff member.

To drive a vehicle, you must have a valid driver's license and have been on site for at least 30 days. You can then be added to the list of approved drivers.

If you operate a vehicle without the appropriate authorization you may be removed from the site and sent to Goose Creek Correctional Center.

## **HOBBYCRAFT**

There is no formal hobby craft area at this facility. With staff approval you may be allowed to knit or crochet in your room only.

You will not be permitted to retain any completed item. Once completed you must disburse the item at your expense.

Even if the material is considered waste, you may not use State materials to make hobby craft items. You must provide all materials to make hobby craft items.

You may not make items for staff.

No hobby craft items are allowed in work areas.

The department will not be liable for any lost, damaged or stolen hobby craft item.

## **RECREATION**

The facility has a numerous recreational opportunities available basketball court, softball, volleyball, and horseshoes available also. An indoor games area is maintained with ping-pong, pool, and card tables. Gambling is forbidden.

The facility's airstrip is available for use by walkers and joggers until 1030 p.m. in the summer months and 6.00pm during winter months. **Do not go past the boundary marker.**

Each of these areas is generally available for use after scheduled work hours and on days off. Farm functions and daily schedules for different areas may also affect availability. Please see Security Staff for specifics.

## **ESCAPE**

Be advised that unauthorized leave from the farm is escape and NOT a walk-away. **You can be charged with felony escape for just walking across the road, if unauthorized.** If you go past the posted signs or beyond the areas described below when not on an authorized work detail, you can face disciplinary action and removal from this site.

### **Authorized Areas**

If you go past the posted signs or beyond the areas described below, when not on an authorized work detail, you will face disciplinary action [22 AAC 05.400 (b) (3) escape or evasion from custody.

Unless you are on an authorized work detail you must remain within the main compound. The main compound's boundaries are defined as:

- East to West between the road separating the ball field from the ATCO housing units, and the signs posted towards the main gate near houses 1 and 2.
- North to South between Greenhouse 1 and the road traversing East to West from the ATCO housing units to the ALAMO CUB Building.
- AT NO TIME ARE YOU ALLOWED near the wooden fence line surrounding the perimeter of the facility, except when you are assigned to an authorized work detail with



duties specific to work near the fence or with the fence line itself.

- ONLY prisoners who reside in House 1 and 2 are permitted to travel to those units.
- During the summer months, access to the airstrip to the out of bounds marker for jogging and walking is limited to 2230hrs (10.30pm). During the winter access to this area will be limited to 1800hrs (6.00pm).

Any work details outside of these boundaries are to be cleared with the on-duty shift supervisor.

Any prisoner found beyond the listed boundaries after 2300hrs (11.00pm) will be charged with escape. No exceptions.

Familiarize yourself with the farm boundaries. Know where you are allowed and at what times you are allowed there. *See Appendix 'D' for an illustration of the authorized perimeter/boundaries.*

# **IN CASE OF FIRE**

## **Fire and Emergency Procedures:**

If you see an unauthorized fire, immediately alert staff and others for help; do not attempt to fight any fire by yourself.

In the event a smoke detector goes off in an area you occupy you are required to evacuate the area through the nearest available exit immediately.

*When you hear an announcement of a major fire or other emergency, you are to quit what you are doing and report to either the mechanical building (primary location) or dining room (secondary location) for a mandatory count. The announcement will be by either voice (usually by megaphone) or the farm's emergency siren. When you hear either, report immediately to the primary location. \*\*If the fire is at the primary location, report to the secondary location.*

Note: All living areas are equipped with smoke detectors for your safety and protection. *It is essential that these units are not tampered with.* **If the smoke detector in your room is damaged or the battery is discovered missing, you may face disciplinary action, including possible loss of good time.** And, you may be required to pay for a replacement. Contact security staff if you are having problems with any smoke detector.

Additional information regarding emergencies will be addressed in orientation and during periodic farm meetings. There will be fire drills on a periodic basis.

## **APPENDIX “A”**

### **RULES OF VISITATION**

- Visitors must register name, residence address and relation to offender; must show proof of identity, driver's license, state ID, and/or other picture ID. Failure to provide information will be cause to cancel the visit.

#### **ALL visitors and offenders must adhere to the following rules of conduct!**

- All visiting will take place in the visiting area or other area designated by security personnel.
- Staff may require visitors to submit to a pat search and/or metal detector search before and after visiting for contraband and weapons; refusal to submit to search will be reason to deny visit.
- Inmates and visitors will remove their coats (when permitted to wear based on inclement weather) and hang them in the area provided before beginning their visit.
- Physical contact is to be limited to a brief embrace at the initial greeting and departure is acceptable. No kissing, petting or any form of sexual contact is permitted. Any contact outside of this will be cause for the termination of the visit.
- Visitor and offender must sit in separate chairs. They will be separated during the visit by sitting on opposite sides of the tables provided. Small children may sit with a relative offender at the discretion of the supervising staff member.
- All visitors shall be expected to maintain control and supervise their children at all times. Parents or adult guardians with disruptive children will be asked to leave.
- Visitors shall dress appropriately. For example: NO provocative clothing such as: 'see-through' articles, short skirts, shorts or 'cut-off', tube or crop tops, or clothing with holes in them. Visitors must be fully dressed. No bare feet, no hats. Shirt and pants for men. Shirt, skirt (knee length), pants or dress for women. Women are also required to be wearing a bra. On-duty security staff has the final authority regarding appropriateness of a visitor's clothing.

No camera, tape recorders, or other sound or visual recorders, purses, cellular phones, bags etc., are allowed in visiting and must be locked in your vehicle. No board games or cards may be taken into visiting. These may be available in the visiting area. No food items or drinks are allowed. For Infants, one (1) bottle, a diaper and a blanket may be brought in for use. Items brought on to the site are subject to search by staff. No item may be brought on site without prior staff authorization via a written request.

- Staff is authorized to terminate visits. Any argumentative behavior by a resident or visitor may result in that visitor's privileges being revoked, possible removal of the resident from the site and/or disciplinary action.
- Visitors must have transportation available when visiting is terminated. There are no waiting facilities here for stranded visitors. **Visitors may not be dropped off to visit while their transportation leaves, expecting to return at a later time.**

## **APPENDIX “B”**

### **PMCF COURSE LISTINGS**

Available from the Point MacKenzie Learning Center

<b><u>Course Title</u></b>	<b><u>Course Length</u></b>
A+ Certification – CBT .....	Ongoing
Adult Basic Education .....	Ongoing
Adult Secondary Education (GED).....	Ongoing
CLEP Testing (College Credit – fee varies) .....	By Appointment
DANTES Testing (College Credit – fee varies) .....	By Appointment
NAPA Institute Automotive Technology Courses.....	Ongoing
CPR/First Aid w/AED supplement.....	As Needed
Fire Response Team Training .....	Spring Only
Food Service Sanitation Orientation.....	As Needed
Food Safety Professionals Certification – NRFSP/CIEH (\$25.00 fee).....	As Needed
PhotoShop - CBT.....	Ongoing
Learn Key Microsoft WORD - CBT.....	Ongoing
Learn Key Microsoft EXCEL - CBT .....	Ongoing
Learn Key Microsoft ACCESS - CBT.....	Ongoing
Learn Key Microsoft POWER POINT - CBT .....	Ongoing
Spanish Language - CBT .....	Ongoing
Italian Language - CBT.....	Ongoing
Clarity – Confined Spaces Entry – CBT .....	As Requested
Clarity – Electrical Safety – CBT .....	As Requested
Clarity – Forklift Certification – CBT .....	As Requested
Clarity – Blood Borne Pathogens – CBT.....	As Requested
Clarity – Hazmat Awareness – CBT.....	As Requested
Clarity – Driving Defensively – CBT .....	As Requested
Forklift Operator Safety/OSHA approved .....	As Requested
Microsoft Office User Specialist (MOUS) Certification – CBT .....	Ongoing
PLATO Learning Systems .....	Ongoing
Elementary to College Level Computerized Courses Including: Reading/Math Algebra/Geometry Calculus/Chemistry/Biology/Social Studies/Writing/Job Search Methods/Vocabulary Building	

Life Skills Classes: Parenting, Family Violence Prevention, Cognitive Skills, Job Search.

\* Ask the Education Coordinator about availability of these classes.

\* *CBT = Computer Based Training*

**APPENDIX "C"**

**Inmate Job Action Form**

**Date:** \_\_\_\_\_

**Offender Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(LAST) (FIRST) (MI)

*Please Print Inmate Name As It Appears On Count Sheet:*

**Action Taken**

1. ☐ Resignation      2. ☐ Decrease in Gratuity      3. ☐ Termination

**1. Seven Day Notice of Quitting**

Received by Staff Supervisor: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Day Worked Will Be: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Explanation/Reason: \_\_\_\_\_  
\_\_\_\_\_

**2. Explanation/Reason for decrease in pay**

<input type="checkbox"/>	Informal Program Sanction _____	<b><u>Period of Reduction</u></b>
<input type="checkbox"/>	Disciplinary Action _____	_____ Days
<input type="checkbox"/>	Other _____	<b><u>Reduction Ends</u></b>
Amount of Reduction: _____ ¢		____/____/____

**3. Job Termination**      ☐ By Staff      ☐ By Inmate Request

Explanation: \_\_\_\_\_  
\_\_\_\_\_

**4. Inmate Response to Action**

*If you disagree with action taken, place your brief comment here as to why ↓*

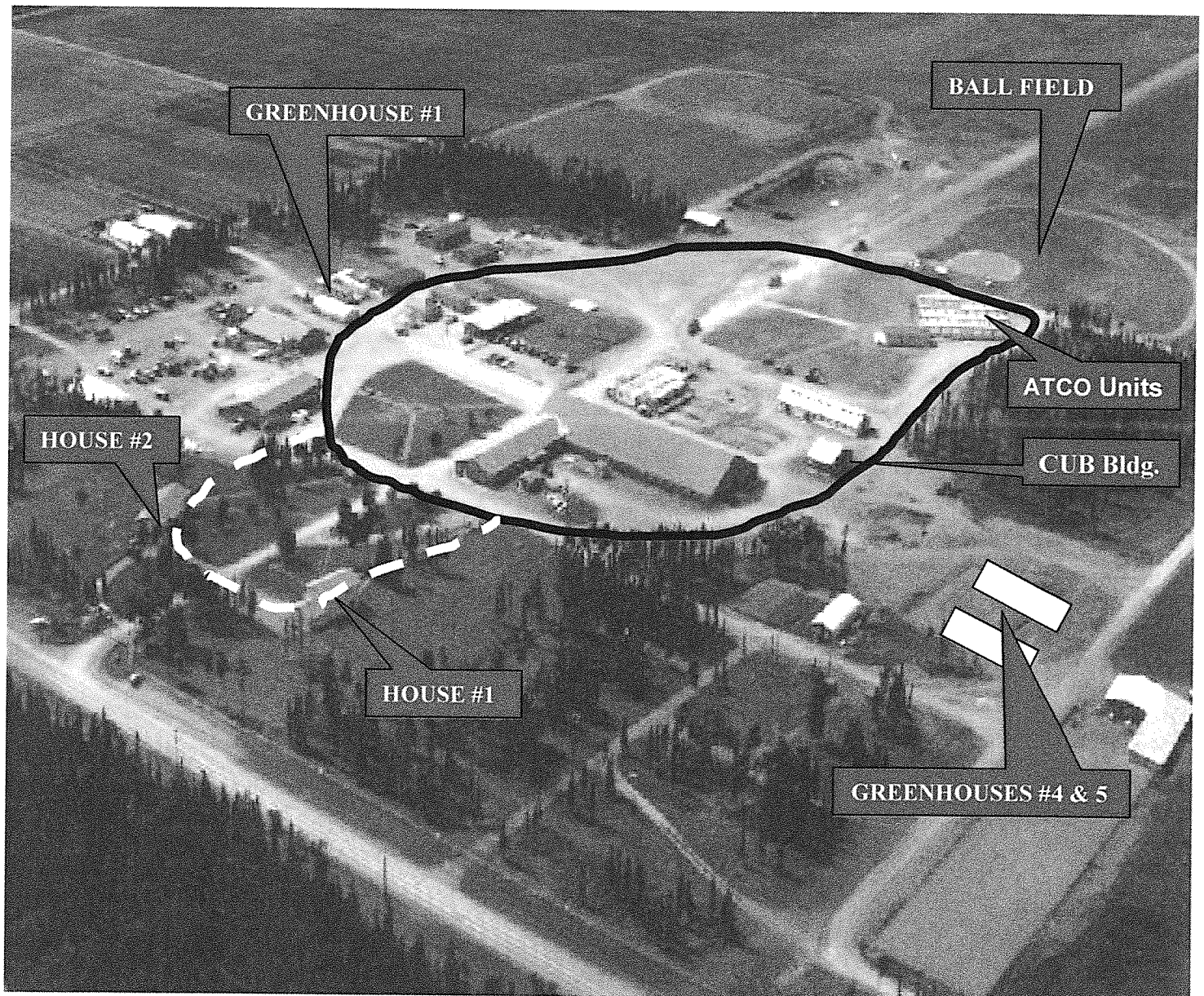
\_\_\_\_\_  
\_\_\_\_\_  
*(No concessions considered on disciplinary action/sanction)*

**5. Management's Comment**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX “ D ”

### Farm Map and Inmate Perimeter / Boundary



Information contained in Part II of the Prisoner Handbook is specific to the operation of Pt. MacKenzie Correctional Farm (PMCF). In some cases the information contained in Part I is complete so that no additional information is necessary.

## RECEPTION and ORIENTATION (22 AAC 05-025-30)

Upon arrival you will be assigned a living area. Additionally, you will receive an orientation the day of your arrival. Rules and regulations will be reviewed at this time. Orientation will include a brief overview of the following:

1. Institution rules and regulations;
2. Disciplinary process;
3. Classification process;
4. Appeal and grievance procedure;
5. Work programs;
6. Housekeeping and sanitation requirements;
7. Educational programming and testing;
8. Health care;
9. Emergency, fire and safety;
10. Correspondence and visiting;
11. Currency and property;
12. Prisoner fund account/draw
13. Recreation/library program;
14. Religious programs;
15. Telephone access and;
16. Facility tour.

You will also receive an orientation provided by the facility health care officer, if they are available. If not, security staff will do it and medical will review it upon their return.

You will be issued a room key. You are responsible for securing your room when you are not present. Any key assigned to you shall not be given to any other prisoner. To loan a key issued to you to another prisoner is a violation of institution rules and you will be subject to disciplinary action.

If you need a key to do your work assignments, you must turn in your housing unit key each time you check out your work key. You must check your work key back in at the end of your duty hours. **Lost keys will be replaced at your expense. The cost is \$5.00.**

## COMMUNICATION (22AAC 053510-545)

Listed below is general information about communication with institutional staff, personal and legal mail and packages.

### A. Request for Interview (cop-out)

Written questions must be placed on a Request for Interview form (cop-out). These forms can be found at the Administration Building. Address your cop-out to the staff member (or that person's position, if you do not know their name) most likely to be able to answer your question. Cop-outs will be answered as quickly as possible (usually three working days).

- Make sure you print your name clearly; anonymous or illegible cop-outs will not be responded to.
- Explain your request in detail.
- Place your cop-out in the locked box at the shift office. It will be forwarded to the addressed staff.
- You will receive an answer as soon as possible, usually within three working days. If the staff member cannot answer your question, the cop-out will be forwarded to someone who can. In that case your response may be delayed.

**a. Telephones**

Part 1 of this handbook outlines the specific rules for the use of the telephone at this facility. The general rules are:

- a. Telephones are available for use by the general population several hours a day. This does not mean an individual may use the phone for several hours a day, but, rather, the phone is available to the population for several hours, taking turns.
- b. If your phone use has been restricted by individual determination or court order, your calls will be limited. If you fail to comply with the restrictions, you will be transferred to a facility where your access to a phone can be better controlled.
- c. If you have immediate family members who are offenders in Alaska institutions, you may have telephone contact with them once per week, unless an emergency exists. Telephonic contact may be restricted by individual determination where one or the other prisoner poses a safety or security risk. You may be required to pay for any associated long-distance charges.
- d. Calls to attorneys are not restricted/recorded.
- e. All long distance calls, no matter who is called, are to be collect.

**Prisoners may not use staff phones unless specifically authorized by the Lieutenant.**

**C. Bulletin Boards**

Bulletin boards are located in the housing units. Memos from staff will be posted on the bulletin boards as well as program announcements. Each inmate is responsible for checking the bulletin board and keeping current on memorandums posted from staff.

**D. Visiting**

Part 1 of this handbook outlines the specific rules for visitation at this facility. The general rules are:

- a. Prisoner visiting is encouraged because family and community ties increase the likelihood of success after release. Limitations, exclusions, or denial of visitors will occur as necessary to protect persons and maintain order and security.
- b. You and your visitor(s) must always remember that the carrying of contraband into the institution is a felony and shall be referred to the Alaska State Troopers. Expect, at a minimum, random strip searches after your visit.
- c. Only approved visitors will be granted access. You are responsible to provide your visitor(s) full name, driver's license number(s), date(s) of birth, phone number(s) and residence addresses for your prospective visitors.
- d. Whether approved or not, no one may visit without proper photo identification (no matter how many times they may have previously visited).
- e. Minors may visit if accompanied by a pre-approved escort. Refer to DOC Policy 810 for specifics regarding minor visitation, including your own children.
- f. Visitors may not be dropped off. If the person providing transportation to the visitor is not allowed or does not care to visit, they are to remain with their vehicle at the front gate. If the person providing transportation refuses to wait, future visitation by your visitor will be restricted.



**D. Mail**

Part 1 of this handbook outlines the specific rules for mail at this facility. The general rules are:

- a Prisoners may correspond with anyone as long as the mail or correspondence does not jeopardize the safety of a prisoner, a prisoner's rehabilitation or the security of the institution. Limits are not placed on the volume of incoming mail or outgoing mail. Limitations may be placed on the use of the mail to operate a business.
- b If you are indigent, the Department will pay for up to five (5) pieces of mail per week. Each piece may weigh up to two pounds. You may not use this provision to send out excess personal property.
- c A staff member will scan, not read, all your outgoing and incoming personal mail. Privileged mail will be opened in your presence to determine if it contains:
  - Plans for criminal activity.
  - Contraband or plans for sending contraband into or out of the facility or for other activities prohibited under statute.
  - A code not understood by the scanner.
  - Requests for gifts, money or credit or contractual purchases without the consent of the superintendent.
  - Information that would, if communicated, creates a risk of mental or physical harm to someone.
  - Materials prohibited under 22 AAC 05.510(b).
- d If scanning reveals that your mail falls into one of the above categories above and staff reads it, you will be given written notice within two (2) working days it was read and why.

There are three (3) categories of mail. They are as follows:

1. Privileged Mail

Staff, out of the presence of the inmate, will not open incoming mail that is clearly identified as privileged mail. Privileged mail is any mail sent or received from:

- a. The Governor
- b. The Attorney General of Alaska
- c. Members of the U.S. Congress of Alaska
- d. Alaska Legislators
- e. Any Alaska or U.S. Court
- f. Commissioner of the Alaska Department of Corrections
- g. Chair of the Alaska Board of Parole
- h. Ombudsman of the State of Alaska
- i. Any attorney licensed to practice in the U.S.
- j. Physician of record for the offender
- k. Division of Occupational Licensing
- l. Alaska Human Rights Commission
- m. Any organization assisting persons in the exercise of their legal rights, such as the American Civil Liberties Union, National Prison Law Project or Alaska Legal Services Corporation.

2. Prisoner to Prisoner Mail

Includes all mail between prisoners. Prisoners may communicate in writing with other inmates unless an individual's safety or the security of the facility requires restriction.

Prisoner to prisoner may be restricted on a case-by-case basis to address safety or security concerns. The first time prisoner-to-prisoner mail is read, the employee will give the inmate written notice. Future reading will not require notification.

### 3. General Mail

All mail, other than privileged or prisoner-to-prisoner mail. Incoming mail will be distributed (except packages) within 24 hours from the time the institution receives it, excluding weekends and holidays. Packages are distributed within 48 hours, excluding weekends and holidays. Prisoners shall pay for all outgoing mail.

Staff may inspect general mail for contraband outside the prisoner's presence. If mail is read for content, the inmate will be given written notice within two (2) working days stating the specific reasons the mail was read.

## PERSONAL PROPERTY

PMCF is categorized for property purposes as a prison facility, per policy 811.05. Basic items authorized for retention are included in this policy. Some exceptions may exist due to housing status or space requirements. Property will be allowed in the type and amount reasonable while ensuring institutional order and security.

### PROPERTY INVENTORY

Any property taken into the facility is the responsibility of the prisoner. (See 811.05). An inventory list will be established upon admission to:

1. Establish an accurate property inventory list.
2. Determine what items the prisoner is allowed to retain.
3. Determine what property is acceptable for storage.
4. Take necessary steps to dispose of unauthorized property.

### ACQUIRING PERSONAL PROPERTY

This institution will allow personal property in the types and amounts determined by your housing status. While you are in orientation, you will receive a briefing on prisoner property as well as what items are allowed.

In section one of the prisoner handbook, procedures specific to this facility for the acquiring of personal property are spelled out. The Lieutenant will approve or deny all property request orders. All incoming property will have to be approved, with the inmate receiving a copy of the approval slip back from property, before property can be ordered. (Any package with postage date stamped prior to the approval date will be returned unopened – **no exceptions**).

Unauthorized property placed in a prisoner's property box or storage room will be considered excess property, with the exception of ID cards, driver's licenses, social security cards, and jewelry. Prisoners will receive a notice stating what is excess. This will allow them 90 days to mail out or disburse excess property.

Approved property slips will have an "effective to" date on the approved slip. (No slip over 90 days old will be honored). This includes property delivered through visiting.

As long as prisoners have excess property, they will not be allowed to receive any additional property. A property inventory will be completed on all prisoners upon their arrival at this institution. All property issued requires a Prisoner Release of Liability signed by the prisoner.

Any property not approved for receipt abandoned at the front gate will be treated as abandoned and dealt with in accordance with Department of Corrections policy.

## STORAGE OF PERSONAL PROPERTY

Temporary storage is available for items not authorized for retention. Items not authorized must be disposed of within thirty (30) days of receipt, unless approved by the Superintendent. Secure storage may not be used as a means to rotate items. The only exception will be legal materials, which must be approved by the Assistant Superintendent. Personal property retained in storage will normally be limited to one property storage container, unless approved by the Superintendent.

## EXCESS OR CONTRABAND PROPERTY

Excess property is that which exceeds authorized or allowable limits. Property exchanges between prisoners are not authorized. Property found in a prisoner's possession that is not listed on their inventory will be considered excess property, i.e., contraband. Contraband property will not be returned to any prisoner, unless such property was reported to staff, by the owner, as stolen and/or missing prior to seizure of the item(s). Contraband property is anything not authorized for receipt, retention, or use in an institution. Property confiscated as excess or contraband will be deemed as abandoned after 90 days unless being held for administrative action.

Prisoners in possession of maximum allowable property will not be allowed to receive or purchase any additional property, unless they arrange to disburse or dispose of any item(s), so as not to exceed authorized quantities.

Any contraband and excess property not disposed of will be confiscated and disposed of per P&P 811.05 VII, and s. 1 & 2.

As long as prisoners have excess property, they will not be allowed to receive any additional property. Excess property is contraband. All excess property will be confiscated and disposed of by the institution. Appendix B lists property limits. It is the responsibility of the inmate to stay within those limits. Any item above the limits is considered contraband and will be confiscated. If you receive through the mail or store/commissary any items that exceed the limits in Appendix B, those items are considered excess and contraband and will be confiscated if arrangements cannot be made to dispose of the items. It is the responsibility of the inmate and the property officer(s) to dispose of any items above the limits listed in Appendix B. Disposal of excess property can be done for the inmate by staff, visitors, Chaplain or supply.

Excess property will be mailed at the prisoner's expense or arrangements made to have the property picked up at the institution. After ninety (90) days, property not dealt with will be sent to the supply officer at Juneau Central Office for proper disposal.

**A non-engraved electronic item is considered contraband. If you have one in your possession, administrative action will be taken against you for possession of contraband.**

## ACCESS TO YOUR LAWYER (22AAC 05.545)

1. Telephone calls to or from your lawyer(s) will not be monitored, except by court order.
2. There are no restrictions on the number of lawyers you may call or consult with.
3. You may call your attorney during normal business hours.
4. Calls to an attorney outside of regular business hours will be reviewed on a case-by-case basis.
5. Any long-distance calls to any attorney will be a collect call only.

**EDUCATION, COUNSELING SERVICES AND PROGRAMS****A. Education**

Point Mackenzie Correctional Farm offers a variety of educational opportunities. The availability changes depending on financial and staffing resources. Information regarding current available education programs and special events is available on the bulletin boards. Educational activities may include:

1. Adult Basic Education/General Education Diploma (ABE/GED)
2. Post-secondary degree programs
3. Correspondence, independent study
4. Vocational classes, testing and/or counseling
5. Offender Treatment Program
6. Family Violence and Intervention
7. Victim Impact Classes

**B. Counseling Services**

Mental Health counseling is available through the Mental Health Clinician by sending a cop-out to the Medical Staff. The Mental Health Clinician will schedule a time to see you and determine if additional mental health/psychological referrals and/or counseling is necessary.

**C. Programs**

In addition to educational programs, Pt. Mackenzie Correctional Farm offers a variety of other activities. These activities include:

1. Work
2. Employment in Community service
3. Hobby Craft/recreational activity
4. Alcoholics Anonymous (AA), religious activities and studies, Narcotics Anonymous (NA) and other special events held with approval of the Superintendent.

**Religious**

All inmates are provided the freedom to exercise their religious beliefs. Religious services, publications and counseling is provided. PMCF has a small chapel available at certain times of the day for prayers and services. Times are posted on the bulletin board.

**CLASSIFICATION PROCEDURES (22 AAC 05.200-227)**

1. You have the right to a classification hearing for the following circumstances or if any of the following circumstances are possible.
  - a. Initial classification of a sentenced offender.
  - b. Classification review or reclassification
  - c. Transferring to a facility outside Alaska
  - d. Transfer to a mental health or psychiatric facility.
  - e. Administrative transfer to another facility
  - f. Upon initial placement in administrative segregation, if continued placement is mandated. A review is to occur every 30 days as long as you are in administrative segregation.
  - g. Termination of a furlough
  - h. Return from out-of-state placement, an in-state restitution center, or other contract facility.
  - i. An increase in custody
  - j. Every 120 days after the date of an unsentenced offender's initial classification, as long as the offender remains unsentenced.
  - k. Any classification action determined by the Commissioner to be subject to a hearing.

2. Sentenced prisoners will be classified within 30 days of arrival at a Department of Corrections facility or within 60 days after sentencing. Your custody and program needs will be reviewed at least once a year and more frequently if you have less than two years remaining on your sentence.
3. You will receive at least 48 hours advance notice that a hearing will take place. The notice will tell you the time, place and purpose of the hearing.
4. The committee will review your custody status, how you are doing in programs and job assignments, transfer or furlough possibilities, etc.
5. You have the right to have your hearing recorded if the hearing is for consideration of: placing or continuing you in administrative segregation; increasing your custody to maximum; termination of a furlough; placing you in a psychiatric or mental health facility; or, transferring you to a facility outside of Alaska.
6. You may have a hearing advisor assist you if the hearing concerns administrative segregation or termination of a furlough. The advisor's job is to make sure you understand what is going on, to protect your due process rights, and to help you prepare for the hearing. You may choose your advisor from a list of at least three (3) staff persons. He or she must meet with you at least 36 hours before the scheduled hearing to help you coordinate your presentation. The advisor will also interview witnesses and collect statements for you if you ask. It is always a good idea to have an advisor help you and not go it alone. **An advisor is not a lawyer and you should not expect him or her to act like one.** Advisors are familiar with the institution and its rules and can move about the facility to do things, like interview witnesses before the hearing, which you will probably find more difficult to do.
7. You have the right to have an attorney present at the hearing if you are assigned to administrative segregation in connection with an infraction where you could be charged with a felony. You are also entitled to an attorney if transfer to a psychiatric facility is being considered. In the event your attorney cannot attend the hearing in person, the facility will make arrangements for you to connect with the attorney telephonically, if possible.
8. You have the right to appear at your hearing, to present your evidence and witnesses, to face and cross-examine other witnesses, to challenge the factual basis or reason for the proposed classification action.
  - a. The hearing officer may limit the examination of witnesses if they are going to repeat things others have said in previous testimony, or if their testimony is not relevant to the issue, if the witness would be in danger if he or she testified in person, or the appearance of the witness would pose a threat to the security of the facility. If you have your advisor interview your witness before the hearing, you will know whether or not the testimony will be useful to you.
  - b. In the event you cannot be present for the examination of a witness, the hearing officer will tell you the substance of the testimony and will state on record the reason you were not allowed to personally hear it. Your advisor may be present and may question the witness.
9. At the end of the hearing, the hearing officer or committee will make recommendations to the superintendent, who then has five (5) working days to approve or disapprove or change the recommendation. If it is disapproved or changed, the reasons must be stated in writing. You will be given a copy within two (2) working days.
10. If you disagree with the superintendent's decision, you may appeal it to a higher authority. See 22 AAC 05. 260.

## OFFENDERS REQUESTING ADMINISTRATIVE SEGREGATION (Ad Seg)

**NOTE: IF YOU REQUEST AD SEG PLACEMENT WHILE AT PMCF, YOU WILL BE TRANSFERRED TO A MORE SECURE FACILITY THAT CAN ACCOMMODATE YOUR REQUEST FOR AD SEG HOUSING.**

The Department does not have to hold an initial classification hearing if you request placement in ad seg. If no hearing is held, you will be promptly released from segregation housing when you request it. This does not apply if you were placed in administrative segregation for emergency placement reasons. If released from ad seg while at another facility, your return to PMCF is not automatic.

You may be denied placement in ad seg if you do not have a valid security or medical reason for requesting it.

## **FACILITY POLICY AND PROCEDURES**

Facility Standard Operating Procedures (except Security) are available in the Law Library.

### **ACCESS TO LEGAL MATERIAL AND LAW LIBRARY (22 AAC 05.540)**

1. This facility is on the Digital Law Library system (DLL).
2. Information not on this system may be requested from an alternate source using the forms provided. The inmate law librarian will help you if you need assistance. Requested research is the property of the Department of Corrections and must be left in the library for others to use. If you want copies of your own, YOU must pay for them. Remember, there is limits on property, including legal materials, so take advantage of the extensive research others have done and do your part to preserve the library.
3. You have the right to receive assistance from the law librarian or another offender housed in this facility to show you how to use the law library to help you with your legal research or help you prepare your legal pleadings. You do not have the right to get help from a specific prisoner. Help from a named prisoner may be denied or limited by the Superintendent. If you want help from a specific offender who is not the law librarian, you must get the permission of the Superintendent beforehand. Put in a cop-out requesting prisoner X's assistance to the Superintendent. It is your responsibility to make two copies; give one to the standards officer and the other to the prisoner assisting you. If he does not have a copy of the approval, he will not be allowed to have any legal materials in his possession with your name on it. This is to protect you. You may not give and the offender aiding you may not seek any kind of payment or other consideration for the assistance he provides. If that occurs, you will both be subject to disciplinary action.
4. You are entitled to have access to a working typewriter, typing paper and carbon paper to prepare your legal pleadings and documents. You may hire a typing service at your expense. Typing and carbon paper will be provided free of charge to indigent prisoners. Inmates are not allowed to use facility computers to perform this work.
5. If your access to a typewriter is denied due to security reasons, you will be provided with a black ink pen or a pencil and paper with which to prepare legal pleadings and correspondence, or you may hire a typing service at your expense.

### **ACCESS TO THE MEDIA (22 AAC 05.525)**

1. You must get advance approval from the Deputy Commissioner or designee in order to be interviewed by a member of the media at the institution. Interviews must be coordinated through the Superintendent and must take place during normal visiting hours. All interviews must be one-on-one.
2. Your contact with the media is voluntary. You have the right not to be interviewed, photographed or recorded. You must sign a "Release and Permission for News Media Contact" form before being interviewed or photographed.

## FOOD SERVICE

### 1. Meal Service

You will receive three (3) balanced meals every 24 hours. At least two of these meals will be hot meals. There will be no more than 14 hours between the last meal or snack and the next meal.

During meal service all inmates are expected to conduct themselves in an orderly manner. Inmates will position themselves in a single file line to proceed through the serving line.

Institutional food items will be consumed in the dining area. Inmates are not authorized to take cookies, fruit, etc., from the dining hall. Institutional food found in an inmate's living area will be seized as contraband and a disciplinary report will be written. Food purchased from the store, commissary or individuals with documented medical needs are exempt.

**On occasion PMCF receives fresh wild game and fish from other state agencies. These meats are then utilized in the facility's meals.**

### 2. Meal Times

**See Part 1 of the prisoner handbook for meal times.**

### 3. Special Diets

Religious, medical and vegetarian meals are available. Send a cop-out to the Lieutenant requesting vegetarian and religious diets. Medical staff is responsible for prescribing a medical diet.

### 4. Alaska Native Foods

Alaska native foods are allowed on special occasions such as potlatches and at other times as resources and appropriate regulatory agencies permit.

### 5. Dining Room Attire

Inmates will be fully clothed, including shoes and socks. Shorts and tank top shirts are not allowed. Shirts must cover the armpits. Shirts will fully cover upper torso and be buttoned up. Headgear will be removed while in the dining room. No personal protective equipment is allowed inside the dining hall.

## GRIEVANCES

1. You may file a grievance about any matter 30 calendar days after the date of the incident. If it is later than that, your grievance may be rejected or "screened" back to you. Exceptions classification or disciplinary actions; those must be addressed through the appeal process outlined earlier. You may use the grievance process without fear of reprisal. However, if you provide a false statement in connection with a grievance, you will be subject to disciplinary action.
2. There are two types of grievances – regular and medical. Grievances about anything but medical follow an operational track; those about allegations of inappropriate health care follow the medical track.
3. Any grievance involving emergency issues of a life threatening nature will be handled immediately by the staff upon verbal or written notification of the emergency circumstances. This includes threats to the security of the facility or anything that may cause imminent harm to any person.
4. Before filing a formal grievance, try to handle it informally through staff. Talk to the shift officer, shift supervisor or staff with responsibility for the area in which you have a problem. If that doesn't work, file a formal grievance, keep in mind if you cannot articulate the steps you took to handle your problem informally your grievance may be screened and returned to you.
5. If you just need information, write a cop-out; do not use a grievance form.
6. Formal grievances must be filed on a grievance form. It must be legible, understandable (keep it to one issue one grievance form) and completed. Improperly filed, unreadable, unclear or incomplete grievance form will be returned.
7. Do not use profanity unless such words are spoken by someone else are the subject of your grievance.

8. Deposit your completed form in the box located just outside of the shift office, the shift supervisor checks this box once a day and will forward your form on to the lieutenant for action. If you feel your grievance is of an emergency nature please delivery directly to the lieutenant or if unavailable the shift supervisor.
9. The investigator must meet with you as part of the investigatory process and may interview others involved or those who have knowledge of the incident/issue. The investigator will make a written recommendation to the superintendent within (10) working days after the grievance was logged in.
10. The superintendent has five working days to consider the facts, make a decision on the issue and decide what action (if any) to take. It will be sent back to the coordinator, logged and returned to you. Please sing the form to show you received a copy and check off one of the boxes indicating whether or not you intend to appeal the grievance to the Director of Institutions.
11. When appealing to the director you must file your appeal within two working days after receiving the superintendent's decision. The appeal must be filed on the grievance appeal form, which is available from the lieutenant or in the law library.
  - (a) Make sure your appeal is as clear and concise as possible. Make your point(s) and stop writing. Be sure to write the grievance log number on the appeal form and sign it.
  - (b) Place your appeal form in the locked box at the shift office or delivery it directly to the lieutenant. You do need to attach the whole grievance to the appeal; the coordinator will make a copy forth e director.
  - (c) The director will answer you appeal in writing within 15 working days. If the time line is not met, consider your appeal denied. A late response by the director granting your appeal will be considered valid.
12. A prisoner can request in writing to withdraw their grievance at any time in the grievance process. The prisoner has 5 days after being released from custody to notify the lieutenant if the prisoner wants the grievance process to continue. Otherwise, the grievance will be closed out unless the superintendent chooses to continue processing the grievance.
13. After you receive the decision of the director, you feel that your grievance has not been handled according to departmental policy; you may send the complete grievance, including your appeal and the director's response to the department's standards administrator asking for a review. The address is:

DOC Standards Administrator  
Alaska Department of Corrections  
515 E. Dahlia  
Palmer, AK 99645

14. It is your responsibility to do this. DO NOT SUBMIT YOUR REVIEW REQUEST TO A STAFF MEMBER, IT WILL BE RETURNED TO YOU.
15. The standards administrator will review the documents; if there are unresolved issues found the administrator will work with the director to resolve them. If a resolution cannot be reached at that level the administrator will work with commissioner or deputy commissioner. The administrator will send you a written decision within 10 days after receiving it.

### Health Care Grievances

Prisoners shall follow the procedures outlined above when filing grievances regarding health care.

#### Staff Responsibilities:

1. The Facility Standards Officer, in consultation with health care staff that is not involved in the subject of the grievance, shall promptly decide if the grievance should be screened or could be easily resolved.
2. If the grievance cannot be screened or easily resolved, the Facility Standards Officer shall assign and forward the grievance to the Institutional Health Care Officer through the facility manager for investigation and response.
3. Within 15 working days after receiving the grievance, the Institutional Health Care Officer shall investigate the grievance, compile copies of all relevant medical records, and issue a written decision containing a clear and concise statement of findings (on Form 808.03C) to the Facility Manager through the Facility Standards Officer.
4. The Facility Manager shall promptly review and route the grievance to the Facility Standards Officer.



5. The Facility Standards Officer shall promptly log the decision, make and distribute copies of the grievance, and place the original grievance in the prisoner's medical file.
6. If the grievance is against the Institutional Health Care Officer, the Facility Standards Officer shall ask the Anchorage Central Office Health Care Administrator to assign an impartial investigator.

### **Health Care Grievance Appeals**

#### **Prisoner Responsibilities**

1. If a prisoner is not satisfied with the response to the grievance, the prisoner may file an appeal.
2. Within two working days after receiving the decision, the prisoner must complete the Prisoner Grievance Appeal Statement (Form 808.03D) and place it in the appropriate locked box.

#### **Staff Responsibilities**

1. The Facility Standards Officer shall record and forward the grievance appeal and the copies of grievance and relevant medical records to the Medical Advisory Committee.
2. The Health Care Administrator shall promptly assign an impartial investigator.
3. Within 10 working days of receipt of the grievance, the assigned investigator shall investigate the matter and provide the Medical Advisory Committee with a written statement of findings and recommendations.
4. Within 5 working days of receipt of the investigator's statement of findings and recommendations, the Medical Advisory Committee shall review the documentation and issue a written decision containing findings of fact and conclusions as to the merits of the grievance.
5. The decision will be sent to the prisoner through the Facility Standards Officer who will promptly log the grievance decision.
6. The Medical Advisory Committee shall send copies of all appeal decisions to the Standards Administrator.
7. If the appeal involves a health care decision made by the Medical Director, within 10 working days of receipt of the investigator's statement of findings and recommendations, the Medical Advisory Committee shall review the investigator's written recommendations and issue a written decision containing findings of fact and conclusions as to the merits of the grievance.
8. The decision of the Medical Advisory Committee is the final administrative action on the grievance by the Department.

For other information regarding Grievances and the Grievance process, see Section I of this Handbook.

## **HEALTH CARE 22 AAC 05.120**

### **INFORMED CONSENT**

You have the same general rights as any other Alaskan resident concerning examination, treatments, and procedures governed by Informed Consent. However, at the discretion of the health care provider, Informed Consent is not used in certain circumstances like: an emergency requiring immediate medical intervention for your safety, emergency care for you if you cannot understand the information given, or public health matter like communicable disease treatment. Exception: Existing medical directive specifying treatment in response to pre-existing conditions.

### **ACCESS TO MEDICAL**

Health care services will be accessible to prisoners and comparable in quality to service available to the public. Medical services are provided at the cost of \$4.00 to \$20.00 depending on services rendered. Please consult medical staff regarding specific charges.

### **MEDICAL/DENTAL**

Medical and dental treatment is available. If you need medical or dental treatment while at this facility you need to report to sick call. If it is a medical emergency contact a staff member for assistance.

**MEDICAL LAY-IN**

If you believe you are too sick to work you must report to the next scheduled sick call and inform your staff supervisor. If medical staff does not approve bed rest you must immediately report to work.

If the bed rest is approved, inform your staff supervisor and security staff; you are then confined to your room. All other activities are suspended with the exception of using the bathroom, going to meals and making count. Restrictions can be modified by the medical staff to fit the illness. Bed rest on Friday will include Saturday and Sunday. Hourly gratuities are not paid for bed rest status.

**SICK CALL**

Prisoners requesting medical care are to attend sick call. Routine sick call is conducted three days a week (Monday-Tuesday and Wednesday) twice a day between 0800 to 0900hrs and 1230 to 1330hrs; it is open door-just show up. At other times prisoners are to report to the shift office for care, staff will contact the on-call Physicians Assistant for care recommendations. Routine sick call will not be held on the day the physician assistant is at the facility.

**MEDICATION**

Prescription medications are dispensed several times a day. It is the prisoner's responsibility to report to the pill line for medication. **Approved over the counter medications are available through the commissary vendor. Medical does not dispense these items.**

**MEDICATION DISPENSING TIMES**

0800 to 0900 Mon thru Saturday  
1245 and 1845 in the evenings Sunday

IF YOU ARE CALLED TO MEDICAL, You must obtain permission from your work supervisor prior to leaving the work area.

**GROOMING, HYGIENE AND CLEANLINESS STANDARDS****A. Grooming and Hygiene**

Personal cleanliness is an aid in maintaining good health. It is also evidence of self-respect. The institution has facilities available in order that inmates may keep themselves clean. When many persons live in a limited area, like an institution, it is necessary that everyone keep themselves and their living areas clean.

1. You may purchase hygiene items from commissary. If you are indigent, basic items needed to maintain personal cleanliness will be issued to you free of charge.
2. You are responsible to:
  - a. Shower a minimum of three (3) times weekly (unless you are assigned a job that requires more frequent bathing i.e. kitchen, meat cutters, etc.).
  - b. Follow proper dental hygiene.
  - c. Maintain clean clothing and bedding.
  - d. Keep hair clean and properly groomed (wear appropriate head coverings when working according to sanitation and safety standards).

Inmates are allowed to choose their hairstyle and length, including beards and moustaches, provided they are kept clean. When length or cleanliness is a safety or sanitation problem, inmates will be required to shorten and/or clean and cover their hair as required. If your appearance changes because of growth or removal of hair/facial hair, you will be photographed again for identification purposes.

3. Dress: Inmates are required to be fully and properly dressed before leaving their room.

- a. Fully dressed means wearing undergarments, shoes, shirt and pants.
- b. Robes may be worn to and from showers ONLY.
- c. Shoes, socks, pants and sleeved shirts must be worn when in the common area of the barracks building, dining hall, rec-room or kitchen.
- d. Kitchen workers will wear kitchen issued hairnets only while on duty in the kitchen/dining hall.
- e. Maintenance shop workers may wear overalls as related to their employment while working indoors.
- f. Shower shoes or other open toed shoes are not allowed out of your housing unit.
- g. Head covering may only be worn outside for work or during inclement weather. Head coverings must be removed upon entering any building.

All allowable clothing will be worn as designed and must fit properly, i.e., waistbands will be worn at the waist; cuffs will be at the ankles and no baggy pants.

#### 4. Cleanliness

Each inmate is responsible for contributing to the on-going cleanliness and maintenance of their assigned living unit and common areas. These areas will be kept in a clean and orderly manner at all times.

- a. Washers and Dryers. Washers and dryers are available for use. It is each inmate's responsibility to keep their clothes and bedding clean and do their own laundry.
- b. Beds will be made in the following way: Bottom sheet will be tucked under on all sides. Top sheet will be pulled or folded down from the top, approximately 12" and tucked under on the remaining sides (smooth). The top blanket will be pulled or folded down from the top, approximately 2" and tucked under on the remaining three (3) sides (no creases, lumps, and/or folds). Second blanket will be neatly folded and placed at the foot of the bed. Pillow will be placed neatly at the head of the bed.
- c. Linen will not be dirty and must be washed at least weekly. If you have your own bedding, you must return institutional bedding to supply. If you have a personal comforter or bedspread it must be placed on the bed over the top blanket or in place of the top blanket. Coverings should be straight, free of lumps and folds.
- d. Bunks are to be neatly made Monday – Friday from 8:00 a.m. until 4:30 p.m. each day. Weekends and holidays beds must be made by 11:00 a.m. Inmates may lie down on top of their beds and cover themselves with extra blankets.
- e. Clutter. The room and its furniture shall be maintained in a neat and tidy appearance at all times. Lamps/light fixtures must be free of all objects. Dirty laundry will be stored in a bag or folded neatly under the bed. Authorized commissary items (food items) will be stored out of sight. Towels will be neatly hung on the towel rack. No fruit is allowed in the rooms unless medically approved.
- f. Trash. Trashcans will be emptied daily and kept clean.
- g. Desk. Your desk must be clean, neat, clutter and dust free. The inmate handbook must be present and in good condition in your room.
- h. Clothing. All items of clothing will be either hung in the closet on hangers or placed in boxes under the bed. All clothing is to be kept in a neat and orderly fashion.
- i. Dust. All areas and items in the living area will be dust free.
- j. Windows. All windows will be clean. Windowsills will be free of all objects, dust and dirt. Nothing will be allowed to obstruct the door window at anytime. Curtains must be open from 0800 to 2200 hours.
- k. Baseboards. Baseboards will be clean, free of dust, soap and/or wax residue and black marks.
- l. Floors. The floor will be clean, free of scuff marks and the surface will display a shine. Only floor wax will be used on the floor

- m. Tack Board. The tack board may be used to display four family photos per inmate and one calendar per room. No other items may be placed on or behind the tack board. No obscene material is allowed to be hung anywhere in your room.
- n. Walls. No tape, tacks or other items may be affixed to the walls. Walls will be clean, free of dust and marks and undamaged.
- o. Common Use Areas (i.e., showers, lobby, etc.). Janitorial custodians are assigned to maintain all common use areas. However that does not mean you have maid service. You are required to clean up after yourself and do your part to help maintain these areas to keep them clean, sanitary and orderly.
- p. You housing assignment is dependent on your ability to maintain personal cleanliness.

## 5. Inspections

Your living area must be maintained in neat and orderly manner. An official inspection occurs on Fridays of each week between 1030 – 1200 hrs. On Saturday inspections are between 1000 and 1100 hrs. Room inspections can be conducted daily. The Superintendent or designee conducts the Friday's inspection. Failure to meet the minimum daily standards described in the inmate handbook can result in the loss of privileges, i.e., TV, movies.

The nametag of the occupant of the room (proper name only – no nicknames, etc.) will be placed in the holder provided.

## CONTACT VISITS

Visitation requirements are outlined in the part one of the prisoner handbook

## SPECIAL VISITS

1. You may have private visitation with such people as attorneys, clergymen, law enforcement officials and probation/parole personnel.
2. Attorney/law clerk and paralegal visits are authorized; however, such visits shall be limited to the hours of 8:00 a.m. – 9:00 p.m., excluding those times when meals are actually being served.
3. Approved religious counselors may visit at any time, and are to schedule their visitation through the Lieutenant's office.
4. Special visiting will be conducted, whenever possible, in a location as private as possible.
5. Generally speaking, all other special visiting will occur during regular visiting hours, except with the prior approval of the Superintendent or designee.
6. Persons traveling from outside the Anchorage/Mat-Su area may be authorized for special visits on a case-by-case basis. Fill out a special visit application and submit it to the Lieutenant's office for review.
7. Visitation outside of regular visitation dates may be authorized for a "special visit" on a case-by-case basis, fill out a special visit application and submit it to the Lieutenant's office for review.

**You and your visitor must always remember that the carrying of contraband into the institution is a felony and shall be referred to the Alaska State Troopers.**

Prisoners and visitors must remain in the designated visiting areas. Failure to do so may result in termination of the visit and possible disciplinary action. Visiting rules are applicable to all visitors on institutional grounds.

**See part one of the inmate handbook for visiting days and hours.**

## SECURITY AND CUSTODY LEVELS

There are three different custody levels, maximum (III), medium (II) and minimum (I). They determine the type of institution in which you may be housed and are based on your current offense, your criminal and institutional history and whether you have any pending detainers. You will be placed in the least restrictive institution appropriate for your security requirements and available resources of the department. PMCF is a minimum-security facility; a violation of 22 AAC 05.400 (c) or (b) can affect your custody level necessitating your removal from this facility.

### Searches and Shakedowns

1. Searches promote and maintain the security of the institution and the safety of offenders and staff. No searches will be allowed as means to facilitate some sort of harassment.
2. A complete and thorough search of any area in the facility may be conducted at any time. This may require a strip search of any offender in the area being searched. Officers will take all reasonable precautions not to disrupt your property during searches and shakedowns of your living area.

### Personal Search

There are three types of personal searches you may face during your stay. Failure to comply with a direct order to submit to a search will be grounds for disciplinary action.

1. A pat (frisk) search is one conducted with your clothes on and may occur at any time.
2. A strip search is one conducted with all your clothes off and may occur any time there is a reason to conclude you may have contraband on your person. A strip search will be conducted:
  - a. Upon your initial remand to jail
  - b. When returning from any off site appointment-even if at another correctional facility
  - c. After every contact visit, including visits with attorneys and law enforcement.
  - d. When returning from an off-site work detail
3. A body cavity search is one conducted by health care staff and may occur when probable cause exists to believe you have contraband concealed in one of your body cavities.

## SUBSTANCE ABUSE TESTING

### URINE SAMPLES

Staff will conduct routine substance abuse screening to detect unlawful, unauthorized drugs and/or alcohol. A refusal to provide a urine specimen upon request will be processed as a high moderate infraction and considered the same as possessing a positive test result.

Refusal to submit a urine sample will result in disciplinary action per 22 AAC05.400 (c)(16). You are required to submit a urine sample:

1. Within one (1) week of initial arrival or return to PMCF after having been housed outside of PMCF.
2. After completion of a furlough where you have left the institution without staff escort.
3. As a result of an informal or formal sanction imposed upon you because of:
  - a. Dirty U.A.
  - b. Involvement with contraband substances/drugs and/or narcotics/drug culture paraphernalia.
4. Before release to a furlough or treatment program.
5. At the direction of either the superintendent or lieutenant.

You are entitled to a second test at your own expense. You will be reimbursed for expenses if the confirmation U.A. test fails to confirm the initial test.

**BREATH ANALYZER TESTS**

Breath analyzer tests are administered for the suspected use of alcohol. It is important to remember that disciplinary action shall be taken against you as a result of your refusal to take a breath analyzer test when requested to do so. If you are under the influence of alcohol while incarcerated you are subject to disciplinary action.

**OTHER SUBSTANCE TESTING**

Staff has the ability to test for a wide range of controlled substances, including, but not limited to; cocaine, heroin, LSD, etc. If a substance is seized from you or your belongings and field tests positive for any controlled substance, you face disciplinary action. Except for U.A. results, all field tests done within the institution are final. You have the option of having your sample tested by an independent lab at your own expense for confirmation of a positive result.

**PROHIBITED CONDUCT**

You will be held accountable for your actions while under the jurisdiction of the department of corrections. Rule violations will be acted upon. The local district attorney will be informed if you commit an infraction that is a violation of any felony criminal statute. If criminal action is taken by the district attorney's office the superintendent will postpone any disciplinary action against you until the criminal prosecution is over.

**MAJOR INFRACTIONS 22 AAC 05.400 (b) Include the Following:**

1. Homicide
2. Assault upon a staff member or visitor
3. Escape or evasion from custody
4. Setting a fire
5. Rioting
6. Assault by an offender upon another offender under circumstances that create a substantial risk of serious physical injury
7. Threatening or intimidating a witness in an official proceeding
8. Possession, use or introduction of weapons or escape implements
9. Stealing, destroying, altering or damaging government property, or the property of another which results in damages of \$1,000 or more
10. Commission of a class A or unclassified felony offense.

**HIGH MODERATE INFRACTIONS 22 AAC 05.400 (c) Include the Following:**

1. fighting (i.e., mutual combat) with a person;
2. extortion, blackmail, or protection, such as the demanding or receiving of favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;

3. engaging in sexual acts with others, or making sexual proposals or threats;
4. wearing a disguise or mask;
5. stealing, destroying, altering or damaging government property, or the property of another, which results in damages of \$100 or more, but less than \$1,000;
6. tampering with or blocking a locking or security device;
7. possession, use, or introduction of contraband, except that described in (b)(8) of this section, which directly threatens the security of the facility, such as excess money or unauthorized drugs;
8. intentional misuse of prescribed medication, such as hoarding medication or taking another person's medication;
9. adulteration of food or drink;
10. participation in an organized work stoppage;
11. possession of staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or the possession or use of such a document, which presents a threat to the security of the facility;
13. giving or offering an official or staff member a bribe;
14. threats to another of immediate bodily harm;
15. engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
16. refusal to provide a urine specimen when requested by a staff member;
17. spitting, or throwing urine or fecal matter, on or at a staff member;
18. intentionally providing a false statement
19. before a classification or disciplinary committee or a hearing officer in a disciplinary matter; or
20. to an investigator in a grievance, classification, or disciplinary matter;
21. refusing to obey a direct order of a staff member;
22. misuse of the telephone, such as making intimidating, obscene, harassing or threatening phone calls;

23. encouraging others to engage in a food strike;
24. refusal or failure to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
25. intentionally interfering with a prisoner count; and
26. commission of a class C or B felony offense.

**LOW MODERATE INFRACTIONS 22 AAC 05.400 (d) Include the Following:**

1. indecent exposure;
2. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$50 or more, but less than \$100;
3. unauthorized use of mail or telephone;
4. lying or providing a false statement to a staff member under circumstances other than those described in (c)(18) of this section;
5. giving or loaning property or anything of value for profit or favors if it threatens the security or orderly administration of the facility;
6. threats to another of future bodily harm;
7. possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
8. malingering or feigning an illness, injury, or suicide attempt;
9. missing a prisoner count, unexcused absence or tardiness from work or an assignment, failure to perform work as instructed by a staff member, or refusing to perform a work assignment for alleged medical reasons without being excused by medical staff;
10. failure to abide by posted sanitation rules or failure to keep one's person and quarters in accordance with posted rules;
11. being in an unauthorized area;
12. using equipment or machinery contrary to instructions or posted safety standards, or use of equipment or machinery which is not specifically authorized;
13. using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly administration of the facility;
14. tattooing or self-mutilation, other than attempts at suicide;
15. unauthorized communication or contact with the public or visitors;



16. giving to or exchanging anything of value with or accepting anything of value from, any other person without prior approval of the superintendent, if it threatens the security or orderly administration of the facility;
17. threatening damage to or theft of another's personal property;
18. kicking, shouting, or banging, or engaging in any other persistent nuisance noise or activity;
19. willful failure or refusal to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and
20. commission of a misdemeanor offense.

**MINOR INFRACTIONS 22 ACC 05.400 (E) Include the Following:**

1. gambling, or possession of unauthorized gambling paraphernalia;
2. possession of unauthorized prisoner clothing;
3. failure to follow posted safety rules, except as described in (d)(12) of this section;
4. smoking where prohibited;
5. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of less than \$50; and
6. failure to follow a written rule of the facility, of which the prisoner has been provided notice and which has been approved by the regional director.

**22 AAC 05.470. Punishment**

Only a disciplinary tribunal may impose punishment for an infraction. The disciplinary tribunal shall impose at least one, and may impose all, of the following penalties if the prisoner is found guilty of an infraction:

1. reprimand;
2. suspension of participation in activities described in, and except as limited in, (b) of this section for a period up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction;
3. confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for periods not to exceed 20 days for a low-moderate, 40 days for a high-moderate, or 60 days for a major, infraction;
4. restitution for the amount of property damage, theft, or, in the case of an injury, for the amount of medical care and related costs, or for costs incurred from a violation of 22 AAC 05.400(d) (19), including the placement of a hold on the prisoner's work compensation payments, withdrawal of money from the prisoner's account, or requiring the prisoner to work without benefit of compensation; and

5. except as provided in 22 AAC 05.473, forfeiture of up to 90 days statutory good time for a low-moderate, up to 180 days statutory good time for a high-moderate and up to 365 days statutory good time for a major, infraction.

Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described in (a)(2) of this section, except that participation in the activities described in (1) - (4) of this subsection for a prisoner who is not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:

1. participation in education programs or group religious services;
2. contact visiting;
3. secure visitation other than with immediate family members (i.e., spouse, parents, children, or siblings);
4. telephone calls except those to an attorney;
5. use of radio, tape recorder, phonograph, television, or games;
6. recreation, except for one hour of exercise per day;
7. reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course;
8. eating in a community dining area; and
9. use of commissary.

If justice requires, the penalties imposed under (a) of this section may be suspended for a period not to exceed one year contingent on the prisoner complying with reasonable conditions established by the disciplinary tribunal. If, during the period of suspension, the prisoner violates any of the conditions upon which the suspension was based, the disciplinary tribunal may, after a hearing, reimpose the penalties.

If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, penalties imposed must run concurrently unless the disciplinary tribunal finds that separate and distinct correctional interests exist which clearly justify penalties running consecutively.

## **DISCIPLINARY PROCEDURES**

A staff member may informally handle misconduct, if it is a minor or low moderate infraction, without filing an incident report. He/she may verbally correct, counsel or assign you free labor not to exceed 8 hours per incident. If you choose not to do free labor, formal disciplinary action will be pursued.

If an employee reports prisoner misconduct it will be documented on incident report by the employee having direct knowledge of the incident. The report will be forwarded to the lieutenant. The employee may tell you at the time of the misconduct a report is being initiated.

The lieutenant will do one of the following:

- Forward the report for a formal hearing before a hearing officer or disciplinary committee
- Refer to the report for informal resolution

- Determine that no formal action is necessary or that any informal action was taken was sufficient and the matter is concluded.

The report will then go into your case record. You will receive a copy of the information report within five working days of the resolution. It will contain a written summary of the informal resolution.

## **22 AAC 05.410. Written report**

- a If a facility staff member reports an instance of prisoner misconduct, a report must be written. If the lieutenant determines that the misconduct is to be handled informally under 22 AAC 05.405, the written report must be denominated an information report in accordance with (e) of this section. If the lieutenant determines that the misconduct is to be handled formally, the written report must be denominated a disciplinary report in accordance with (d) of this section.
- b The report must be written by the staff member with the most direct knowledge of the incident.
- c A report must be referred to the lieutenant for disposition. The lieutenant may refer the incident for informal action under 22 AAC 05.405, schedule a hearing under 22 AAC 05.415 - 22 AAC 05.480, or determine that no action is appropriate. The prisoner must be notified of the assistant superintendent action.
- d A disciplinary report must include the citation of the rule allegedly violated, the details of the incident, and a description of the disposition of the physical evidence, if any. The existence of a known witness or an anonymous informant must be noted. A copy of the report must be given to the accused prisoner not more than five working days after the alleged infraction or the date upon which the prisoner is identified as a suspect in the alleged infraction, whichever occurs later, unless that action is likely to jeopardize an ongoing investigation by a law enforcement agency. If an investigation is likely to be jeopardized, a copy of the report must be given to the prisoner upon the completion of the investigation.
- e Information that may affect the security or orderly administration of a facility may be the subject of an information report. An information report must include the details of the incident that is the subject of the report and of any informal action taken as a result of the incident.

## **22 AAC 05.415. Advance notice to prisoner of hearing before disciplinary tribunal**

- (a) A prisoner scheduled to appear before a disciplinary tribunal must be provided written notice at least 48 hours in advance of the hearing. A prisoner may waive the 48-hour notice requirement by requesting an earlier appearance before the disciplinary tribunal.
- (b) The notice referred to in (a) of this section must
  - (1) include a brief description of the agenda followed at a disciplinary tribunal hearing under 22 AAC 05.420;
  - (2) include the procedural opportunities afforded a prisoner under 22 AAC 05.430 - 22 AAC 05.445; and
  - (3) inform the prisoner that no later than 24 hours before the hearing, the prisoner must inform the disciplinary tribunal in writing of witnesses that might be called or evidence that might be introduced.
- (c) If the prisoner is represented by a staff advocate under 22 AAC 05.440, at the prisoner's request the advocate shall inform the disciplinary tribunal in writing of witnesses the prisoner might call or evidence that might be introduced.

**22 AAC 05.450. Disciplinary tribunal**

- (a) A disciplinary hearing held under 22 AAC 05.400 - 22 AAC 05.480 shall be heard by a disciplinary tribunal appointed by the superintendent. A single hearing officer or a three-person disciplinary committee may be appointed as a disciplinary tribunal. The superintendent shall appoint a single hearing officer as the disciplinary tribunal to hear a disciplinary action unless the superintendent determines appointment of a three-person disciplinary committee is necessary because the disciplinary report concerns an alleged major infraction under 22 AAC 05.400(b) .
- (b) A person is disqualified from serving as a hearing officer or disciplinary committee member if the person
  - (1) wrote the disciplinary report concerning the alleged rule violation;
  - (2) investigates or assists in the investigation of the alleged rule violation;
  - (3) has knowledge of the facts of the event or incident which form the basis for the disciplinary report unless the facts of the incident have become common knowledge in the facility; in that case, the person may serve on the disciplinary tribunal if the person has no direct involvement in the incident and can decide the adjudicative phase of the hearing solely on the facts presented at the hearing;
  - (4) is assigned to review the decision of the disciplinary tribunal;
  - (5) is a witness to the alleged infraction; or
  - (6) cannot, for any reason, remain impartial toward the prisoner.

**22 AAC 05.425. Time limits within which a hearing must occur**

- (a) The disciplinary tribunal must grant the accused prisoner a hearing not more than seven working days after service of a copy of a disciplinary report, unless a postponement is granted (1) under (b) of this section, (2) because of a request submitted under 22 AAC 05.095(b) or 22 AAC 05.435(a) , or (3) under 22 AAC 05.460(b) . If further investigation is required, a continuance of up to 30 days may be granted to staff upon a showing of good cause. In extraordinary circumstances, additional continuances of up to 30 days may be granted if further investigation is required. However, no more than six months may elapse between the date of the alleged infraction and the hearing, except as provided under 22 AAC 05.460(b) .
- (b) A prisoner accused of an infraction may postpone appearance before the disciplinary tribunal for two working days. The hearing officer or chairperson of the disciplinary tribunal, as applicable, shall automatically grant the prisoner this additional time if requested in writing 24 hours before the time originally scheduled for the hearing. At the hearing, a prisoner may be granted a postponement of two working days upon a finding that good cause exists.

**22 AAC 05.420. Agenda at disciplinary tribunal hearing**

- (a) A disciplinary tribunal hearing occurs in two phases, known as the adjudicative phase and the dispositive phase. The adjudicative phase must occur first and must be directed toward determining whether the prisoner committed the alleged infraction. If the prisoner is found to have committed the infraction, the dispositive phase must follow and must be directed toward determining what sanction is to be imposed. If the accused prisoner

refuses to appear or participate in the hearing, adjudication and disposition may be made in the prisoner's absence.

(b) The adjudicative phase of the hearing must proceed as follows:

- (1) The hearing officer or committee chairperson, as applicable, shall call the meeting to order and, unless the alleged violation is a minor infraction under 22 AAC 05.400(e), ensure that the proceedings are tape-recorded.
- (2) The hearing officer or chairperson, as applicable, shall read the disciplinary report to the prisoner.
- (3) The hearing officer or chairperson, as applicable, shall request the prisoner to admit or deny each of the infractions alleged.
- (4) If an admission is entered, the dispositive phase under (c) of this section may begin.
- (5) If a denial is entered, the following procedure applies:

- (A) if the prisoner or the disciplinary tribunal has requested the appearance of the staff member who wrote the disciplinary report, the staff member must be called into the room and questioned under 22 AAC 05.435 and 22 AAC 05.445;
- (B) if the disciplinary report has noted the existence of witnesses or other evidence relevant to the alleged infraction, the hearing officer or chairperson, as applicable, may call the witnesses or otherwise introduce the evidence;
- (C) the accused prisoner or advocate may present the prisoner's version of events, call witnesses, and introduce evidence under 22 AAC 05.430, 22 AAC 05.435, and 22 AAC 05.445;
- (D) when the accused prisoner is finished presenting evidence, the prisoner must be excused from the room and the disciplinary tribunal shall, by a preponderance of the evidence, find whether the prisoner has committed the infraction; the tape recorder need not be operating during the deliberations of the disciplinary tribunal; and
- (E) the prisoner must be called back into the room and informed, on the record, of the disciplinary tribunal's decision.

(c) The dispositive phase of the hearing must proceed as follows:

- (1) If the prisoner admits the alleged infraction or is found by the disciplinary tribunal to have committed it, the disciplinary tribunal shall consider what sanction to impose.
- (2) The prisoner or advocate may present any evidence or information believed to mitigate punishment. The disciplinary tribunal must consider such evidence or information in imposing a penalty.
- (3) The prisoner may be excused from the room while the disciplinary tribunal determines what penalty to impose. The tape recorder need not be operating during the deliberations of the disciplinary tribunal. The prisoner must be called back into the room and informed on the record of the disciplinary tribunal's decision. The prisoner must be informed verbally, on the record, of the opportunity to appeal and the obligation to give notice of intention to appeal under 22 AAC 05.480, and must be provided a form, upon request, to facilitate an appeal.

**22 AAC 05.430. Defense witnesses and evidence at disciplinary hearing**

- (a) The accused prisoner may present witnesses and other evidence in the accused prisoner's defense, subject to (c) of this section, if written notice of the witnesses to be called or evidence to be admitted is given to the disciplinary tribunal no later than 24 hours before the hearing, unless good cause is shown why this time requirement cannot be met.
- (b) The superintendent shall allow the accused prisoner or advocate to have a reasonable opportunity to interview witnesses, collect statements, or compile other evidence, if that action would not create a risk of reprisal or undermine security. The accused prisoner must use a staff advocate to help in this task if either the prisoner or the witness is being held in segregation or the witness to be interviewed is a staff member.
- (c) The hearing officer or chairperson, as applicable, of the disciplinary tribunal may decline, for compelling reasons, to call a witness that the accused prisoner or advocate has requested to appear, and may restrict the introduction of other evidence to avoid repetitious or irrelevant evidence or to avoid a risk of reprisal or undermining of security. The hearing officer's or chairperson's, as applicable, reason for declining to call a witness or admit evidence must be noted orally for the record. If the prisoner is found to have committed an infraction, the hearing officer or committee chairperson, as applicable, shall file a report, to be attached to the completed disciplinary tribunal report, listing all persons the prisoner requested to appear but were not called to testify, or other evidence sought to be introduced but which was not admitted. This report must contain a brief statement of the reasons why the persons were not called, or the evidence was not admitted.

**22 AAC 05.435. Prisoner's opportunity to confront accusers in a disciplinary hearing**

- (a) If the accused prisoner or advocate requests the disciplinary tribunal to call as a witness the member of the facility staff who wrote the disciplinary report, the staff member shall appear as a witness. If the staff member is temporarily unavailable, the hearing officer or chairperson, as applicable, shall postpone the proceedings until the staff member is available to appear. If any other staff member who is called as a witness is temporarily unavailable, the hearing officer or chairperson, as applicable, may postpone the hearing until the staff member is available to appear.
- (b) If the charge is based in whole, or in part, upon information supplied by another prisoner, an unidentified informant, or other witness, the hearing officer or chairperson of the disciplinary committee, as applicable, shall allow the accused prisoner to be present while the witness testifies, unless it would create a risk of reprisal or undermine security. The hearing officer or chairperson, as applicable, may exclude the accused prisoner from the hearing in accordance with 22 AAC 05.440(d), while the witness testifies, but the hearing officer's or chairperson's, as applicable, reasons for denying confrontation must be noted orally for the record. If the accused is found to have committed an infraction, the chairperson shall file a report listing the persons the accused was not allowed to confront, the reasons for the action, the extent to which that testimony was relied upon, and facts upon which the disciplinary tribunal could have reasonably concluded that the person was credible and spoke with personal knowledge, or gave reliable information.

**22 AAC 05.455. Rules of evidence in disciplinary hearings; lesser included infractions**

- (a) A prisoner is presumed innocent of an infraction, and the facility has the burden of establishing guilt. A prisoner cannot be found guilty of an alleged infraction unless the hearing officer or a majority of the disciplinary committee, as applicable, is convinced from the evidence presented at the hearing that the prisoner's guilt is established by a preponderance of the evidence. The decision in the adjudicative phase of the hearing must be based only on evidence presented at the hearing. If a prisoner does not request the presence of the facility staff member who wrote the disciplinary report, the report may be considered as evidence by the disciplinary tribunal and alone may serve as the basis for a decision. Other hearsay evidence may be considered if it appears to be

reliable. The decision in the dispositive phase of the hearing may be based on evidence presented at the hearing or contained in the prisoner's case record.

- (b) If the disciplinary tribunal is not convinced from the evidence presented at the hearing that the prisoner is guilty of committing the infraction charged, the prisoner may be found guilty of a lesser infraction necessarily included in the infraction charged if the evidence presented at the hearing establishes the prisoner's guilt by a preponderance of the evidence.
- (c) For purposes of this section, a lesser infraction is necessarily included in the infraction charged if (1) the lesser infraction is inherently related to the infraction charged, so that proof of the greater would ordinarily entail proof of the lesser, (2) the infraction charged requires the disciplinary tribunal to find a disputed fact that is not required for conviction of the lesser infraction, and (3) the evidence relied on by the disciplinary tribunal supports conviction of the lesser infraction.

#### **22 AAC 05.475. Written decision of disciplinary tribunal**

- (a) If a prisoner is found guilty of an infraction, the disciplinary tribunal shall issue a written decision. The decision must include the following:
  - (1) a summary of the statement of the accused prisoner;
  - (2) a summary of the testimony of witnesses;
  - (3) a statement of the disciplinary tribunal's adjudicative and dispositive decisions and the reasons for those decisions, including a statement of the evidence relied upon and the specific facts found to support the disciplinary tribunal's decision; and
  - (4) the reports required under 22 AAC 05.430(c) , 22 AAC 05.435(b) , and 22 AAC 05.445.
- (b) Except as provided in 22 AAC 05.480(i) , the disciplinary tribunal shall issue the decision within five working days after the hearing.
- (c) A copy of the written decision must be furnished the prisoner, except for the reports required under 22 AAC 05.430(c) and 22 AAC 05.435(b) if the information furnished would create a risk of reprisal or undermine security.

#### **22 AAC 05.480. Appeal from disciplinary decisions**

- (a) If the disciplinary tribunal finds that the prisoner committed an infraction at the conclusion of the hearing, the hearing officer or disciplinary committee chair, as applicable, shall provide the prisoner a form with handwritten or typed findings as to the regulation the prisoner was found to have violated, a statement of punishment imposed, a place to indicate intention to appeal or to waive the right to appeal, and notice that if a prisoner waives the right to appeal that the penalty may then be immediately imposed. The hearing officer or disciplinary committee chair, as applicable, shall orally inform the prisoner of that written notice provision regarding the effect of the waiver and penalties specified in this subsection. If the prisoner wishes to appeal the decision, the prisoner must submit notice of intention to appeal promptly to the hearing officer or disciplinary committee chair, as applicable, at the conclusion of the hearing.

- (b) In addition to submitting the notice of appeal under (a) of this section, the prisoner must submit the written appeal to the superintendent of the facility where the disciplinary infraction was heard within three working days after receipt of the disciplinary tribunal's written decision provided under 22 AAC 05.475. The appeal must be in accordance with a form and procedures established by the commissioner. For purposes of appeal, the prisoner may have access to the tape recording of the hearing, except for the portion of a tape that contains the testimony of an informant; that portion must be summarized by the disciplinary tribunal in as much detail as possible so as not to place the informant in danger, and the summary must be made available to the prisoner. An appeal that contains profane or abusive language that was not quoting testimony offered at the hearing may be returned without reconsideration by the superintendent to the prisoner for revision.
- (c) Repealed 11/13/99.
- (d) Except as provided in (i) of this section, the superintendent shall act on an appeal, and the prisoner must be informed of the superintendent's decision within 10 working days after the superintendent's receipt of the appeal.
- (e) Disciplinary action for a minor, low-moderate, or high-moderate infraction may only be appealed to the superintendent. Disciplinary action for a major infraction may be appealed to the director of institutions if the superintendent denies the appeal, in whole or in part. If the superintendent or director of institutions meet any of the criteria set out in 22 AAC 05.450(b) (1) - (3), (5), or (6), the superintendent or director may not act on the appeal and shall forward it to the next level of appeal. If the director of institutions is disqualified, the deputy commission is the next level of appeal.
- (f) When acting on an appeal, the superintendent shall consider the disciplinary tribunal's decision under 22 AAC 05.475 and the reasons submitted by the prisoner in support of appeal. The superintendent shall consider whether the disciplinary tribunal's findings justify the adjudication or the penalty imposed. In acting on an appeal, the superintendent may take any of the following actions:
  - (1) the disciplinary tribunal's decision may be affirmed, reversed, or modified, in whole or in part, in conformance with 22 AAC 05.455(b) , or remanded, in whole or in part, for rehearing, findings, or clarification of findings; the superintendent may take any combination of actions described in this section;
  - (2) a penalty imposed by the disciplinary tribunal may be reduced or suspended, in whole or in part.
- (g) A prisoner who wishes to appeal the superintendent's decision concerning a major infraction to the director of institutions shall submit the prisoner's appeal in writing within two working days after notice of the decision, in accordance with procedures established by the commissioner. The director of institutions has the same powers on appeal as does the superintendent under (f) of this section.
- (h) Except as provided in (i) of this section, the prisoner must be informed of the director of institution's decision within 15 working days after receipt of the appeal.
- (i) Execution of punishment must be stayed pending an administrative appeal within the department, unless the prisoner is scheduled to be released from incarceration before the expiration of the time periods allowed for appeal under this section. If execution of punishment is not stayed pending appeal, time frames for action on disciplinary appeals are expedited as follows:



- (1) one working day for issuance of the disciplinary tribunal decision under 22 AAC 05.475(b) ;
  - (2) one working day to inform the prisoner of the superintendent's decision under (d) of this section; and
  - (3) three working days to inform the prisoner of the director of institution's decision under (h) of this section.
- (j) A prisoner may not be confined to administrative segregation pending an appeal, except in accordance with 22 AAC 05.485.
- (k) Failure of the appropriate official to respond within the time limits set out in this section must be considered a denial of the appeal. However, a late response granting an appeal is valid.
- (l) Notwithstanding any contrary provision of this section, a prisoner incarcerated in a contract correctional facility may appeal any adverse disciplinary action issued by a disciplinary tribunal or a superintendent in accordance with this chapter to the director of institutions. The procedural requirements, including disqualification provisions and time limits, set in this section apply to appeals made under this subsection.
- (m) By request of the prisoner or on the official's own motion, the superintendent, director of institutions, or the deputy commissioner may reconsider a final decision or order on appeal issued by the respective official at any time to correct an error.
- (n) Notwithstanding any contrary provision in this section, the superintendent may review a disciplinary tribunal's decision even if the prisoner does not appeal. The superintendent may not begin the review under this subsection until any appeal within the department is completed or the prisoner waived the right to appeal. In reviewing an appeal, the superintendent may only take the actions specified in (f)(1) and (2) of this section.
- (o) A decision on appeal that has no further level of appeal under this section is a final decision and order of the department that may be appealed to the superior court in accordance with AS 33.30.295 and the Alaska Rules of Appellate Procedure.

## PRISONER MOVEMENT

### UNAUTHORIZED AREAS

Wandering around or being in areas of the institution other than that assigned to the inmate, including trading rooms or bunk assignments without approval or being in an unauthorized area is prohibited. The following areas are off limits unless authorized by staff:

1. Administrative Building
2. Maintenance Complex
4. Supply/Warehouse
5. Greenhouse
6. Kitchen
7. Dining room between meals
8. Storage Room
9. Equipment Room
10. Janitorial Supply Closet
11. Staff Offices
12. Staff Work Station

13. All Hobby Craft Rooms
14. Property Storage
15. Institution Laundry
16. Housing not assigned to you
17. Any Entrance – if you have not been given permission to enter

See Appendix D for a map with out of bounds areas indicated. Refer to section one of this handbook for a more detailed explanation of an unauthorized area and consequences for entering into those areas.

Being outside your room after the 2300hrs (11.00pm) lockdown may subject you to disciplinary action and transfer to Goose Creek Correctional Center.

## TRANSFERS

If being transferred from this facility to another you will be required to wear restraints. You are allowed to have a maximum of one banker's box of property. Excess property may be disbursed to visitors or mailed at the inmate's expense.

## RIGHTS AND RESPONSIBILITIES OF PRISONERS

Your rights as a prisoner at PMCF are:

1. You may expect to be treated respectfully, impartially and fairly by all personnel.
2. You shall be informed of the rules, procedures and schedules concerning the operation of the institution. A listing of prohibited conduct is included in this handbook.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You will be provided with health care, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness, an opportunity to shower regularly, proper ventilation, an exercise period, and medical/dental treatment.
5. You may correspond and visit with family members, friends, and other persons according to the rules and schedules of the facility, where there is no threat to security, order or correctional programming.
6. You may have access to the courts by correspondence, telephone or you may receive fax messages from the court or your attorney.
7. You may have access to reading material.
8. You have the right to participate in counseling, education, vocational training, employment and other programs as far as resources are available and in keeping with your program plan, interests, needs and custody status.
9. You have all rights as provided by the Alaska Statutes and Alaska Administrative Code. Since these laws and regulations are subject to change, copies of the most current statutes are maintained in the law library. If you need assistance in this area, contact the Law Librarian or the Facility Standards Officer.
10. A copy of applicable Policies and Procedures is available in the law library. For further assistance contact the Facility Standards Officer.

Your responsibilities as a prisoner at PMCF are:

1. Follow staff instructions in a prompt and courteous manner.
2. Address problem areas that led to incarceration through available programs which may include: academic education, vocational training, employment and counseling.
3. Respect all others and treat everyone impartially and fairly.
4. Know and abide by the rules, procedures and schedules concerning the operation of the institution.
5. Conduct yourself properly during visits; do not accept nor pass contraband.
6. Do not give, donate, or loan any item to any prisoner.

## GENERAL RULES AND RESPONSIBILITIES

Whenever two or more people live together, rules and regulations are necessary for governing their living arrangements.

Institution rules are designed to promote a secure and orderly living and work environment. While they allow for a relaxed atmosphere, they serve to provide structure for the inmate, protect his safety as well as contribute to the achievement of the philosophy and goals of the Department of Corrections.

A disregard for rules will result in disciplinary action. Their observance conversely, will aid in job assignments, education or vocational programs, furlough eligibility and parole consideration. The choice to follow the rules lies with each inmate.

Instructions from staff will be followed promptly. If you disagree, do so afterwards. If you are unable to resolve the matter informally, grievance forms are available in the library and lobby. Keep in mind that any instructions from staff are **orders**.

Overall group and individual behavior should at all times be conducted at a mature, responsible level with attention to courtesy and tolerance towards others. The use of vulgarity, profanity, racial or other derogatory remarks will result in disciplinary action. Verbal or written harassment, including using insolent, abusive or obscene language or gestures to any staff is prohibited.

The use of force, threats, or implied threats toward staff or any staff member's family is a serious violation of the State Law and Institution rules. All such violations will be reported and may be forwarded to the State Troopers as a criminal complaint and/or subject the offender to disciplinary action in-house.

Inmates shall not engage in scuffling or the type of conduct usually described as "horseplay". Fighting, wrestling or physical encounters of any kind other than permitted by authorized athletic programs is prohibited.

## MARRIAGE

A citizen's right to marry is guaranteed by the fourteenth Amendment of the United States. This right is limited while you are incarcerated. Prisoners under the jurisdiction of the Department of Corrections may be allowed to marry while incarcerated however; permission will be considered and decided on an individual basis. Procedures for request for marriage are contained in policy 808.10 located in the law library.

## INMATE FUNDS (ACOMS ACCOUNT)

Your money is deposited in a prisoner account with your ACOMS number used to identify it. All funds you receive will be deposited in the account, including that sent from family/friends, your business or from institutional work (gratuities). You will be given a receipt for all funds deposited except for gratuities; for which you will receive a monthly accounting statement. All checks will be deposited into your OTA account. A hold in the amount of the check will take place for five (5) days on your account.

1. Sentenced prisoners may have outside bank accounts under certain circumstances. See Department policy 302.17.
2. Personal checks for deposit into your account **will not** be accepted by the institution. Money orders or cashier's checks made out to you will be accepted. Please notify anyone who might make a deposit into your account of this requirement.
3. You may disburse funds to family members who are not inmates. The shift sergeant must approve disbursements. You must make the request on a Check Request Form available at the forms box on the admin office porch. You must state your reasons for wanting to make the disbursement. You may not personally send, give or directly receive funds.
4. You will not be required to make payments for cost of care, dependant support or court ordered fines, restitution or judgments directly. Required payments will be made from your account by the department. The Department or any institutional staff member may not make any contact with Child Support Enforcement. This is the inmate's responsibility.

5. If you are charged with committing a disciplinary infraction or crime involving damage to property or injury to a person, your account may be frozen. While your funds are frozen you will be considered "indigent" by the department. After resolution of the matter, your account will become available to you, except for any funds used to make these payments. (See definition of indigent).
6. The Superintendent may sign checks against your account for the above stated purposes. No loans may ever be made from your account.
7. Account records are kept in a statewide computer base, so your funds are always accessible even when you transferred to another institution in Alaska.
8. When you are released from incarceration, you may receive up to \$200.00 of your monies in cash. The remaining will be disbursed in a check to you. If you feel you need more than \$200.00 cash you must submit a cop-out to the lieutenant explaining the reason ten (10) working days prior to your release.

## **OUTSIDE BANKING**

Prisoners must report the existence of all outside banking accounts. Staff may monitor these accounts. No new outside banking accounts will be opened without the approval of the Superintendent or designee. Transactions conducted with outside banks need prior Superintendent approval.

## **NON-SUFFICIENT FUNDS (NSF)**

Anyone submitting an NSF Offender Trust Account or commissary slip for any transaction will be committing a minor infraction and is subject to a penalty of four (4) hours of free labor for the first offense. Chronic violations may be dealt with more severely.

## **RELEASE OF LIABILITY**

For purposes of liability, the institution shall only be held accountable for the property maintained in the property room. Any property held by you must be listed on a Release of Liability form. You must sign the form before the property will be released to you. If it is necessary for you to leave the institution for a lengthy period of time, your personal property is to be inventoried, boxed and stored in the institution property room. If you are placed in segregation, the same rules apply. Excess property shall be stored, if you are moved to a more restrictive housing unit, for a period up to 90 days after the Notification of Requirement to Dispose, and then will be disposed of per department policy and procedure.

## **HOBBY CRAFT MATERIALS**

Hobby craft items and materials approved for possession will be stored in the inmate's room. Hobby craft items shall be stored in such a manner that they are secure and do not present a fire, sanitation, security or housekeeping hazard. (See 815.04).

## **TRANSFER OF PROPERTY**

Personal property will be transferred with the prisoner at the time of transfer as long as it fits in one transfer box. All property in excess of one box will be forwarded at the prisoner's expense. Property that a prisoner refuses to pay to ship will be considered abandoned and will be disposed of in accordance with policy. Indigent prisoners may have legal material shipped at department's expense. Exceptions to the one property box will be limited to items that are authorized that will not fit in the box (e.g. TV, radio, etc.) unless the prisoner specifies First Class Mail, property will be mailed Fourth Class.

## **PERSONAL CLOTHING**

If an inmate chooses to buy his own clothing the inmate may purchase logger shirts and blue jeans from an approved vendor. The inmate may also receive blue jeans, t-shirts, underwear, socks and shoes from property if he came in with them. Personal clothing may not have inflammatory, obscene wording, designs or unauthorized club and/or gang insignias. Clothing may not be altered from its original factory design.

If the inmate does not have his own clothing state issued clothing will be issued. At least two sets of institutional clothing will be issued. The inmate is responsible for returning all institutional clothing in good condition.

Inmates will launder their own clothing. Laundry soap can be purchased through the commissary. Clothing must be worn as designed. The clothes must fit, pant legs are to go to the ankle and waistbands must be worn at the waist. No baggy clothing allowed.

**NOTE:** The cost of replacing altered or lost State issued clothing will be at the prisoner's expense.

## **USE OF FORCE**

The use of force will be limited to the extent necessary and appropriate to maintain order, subdue an attack by a prisoner, defend person, property, premises and to prevent an escape. The application of force and use of restraint equipment is intended solely as a control measure to maintain order.

## **CONTRABAND**

Contraband is anything that is possessed by an inmate that is contrary to the regulations or rules of the institution. It may include articles that come into or are taken out of the institution or conveyed within the institution contrary to the rules. Hence, any article held by an inmate that is not authorized by the institution is contraband. Furthermore, any authorized item that has been altered in any manner (e.g. pens, pencils, radios, etc.) is contraband. Items that may have been received through facility channels but are unauthorized or in excess of allowable limits, may still be considered contraband.

Some examples of contraband are:

1. Weapons, including objects that may be used as weapons or fashioned into weapons or that is intended to be perceived as a weapon.
2. Controlled substances, possession, manufacture, or sales of such, is punishable by either criminal or administrative discipline.
3. Medications in any form, except that which is authorized by the institutions medical staff, to have in possession.
4. Alcohol or any alcoholic substance.
5. Tobacco or tobacco paraphernalia.
6. Cameras, sound or video recorders, electronic receiving or transmitting equipment (cell phones or two radios)
7. Any article or device or identification information intended to be used to aid in escape.
8. Any other articles, including money, books, food, mail, pictures introduced, taken or conveyed in the facility or made, obtained or possessed in a manner intended to frustrate or evade detection.
9. Items in possession which were not issued to the inmate by the institution; in excess of the quantity allowed for retention or issue; or are not authorized for retention in the institution and;
10. Any article which threatens the security of the institution or which the Superintendent has designated as contraband.

Possession of contraband is a violation of both institution rules and the State Criminal Code. Possession of contraband will result in institutional disciplinary action and/or criminal prosecution. It may be a felony. All contraband will be confiscated and disposed of according to Department of Corrections' Policy and Procedure 811.05.

## **PRISONER EMPLOYMENT**

See part one of the inmate handbook regarding available jobs/salaries etc.

## LEISURE TIME ACTIVITIES

### LAW LIBRARY

The law library is located in the library building. The law library contains a Digital Law Library Computer. A prisoner law librarian is available to assist you in using any of the legal material. Legal material is the property of the State and cannot be removed from the library. Typewriters are available in the library for legal work only; computers are not authorized.

NO FOOD OR DRINK IS PERMITTED IN THE LAW LIBRARY.

### READING LIBRARY

A regular library is located in the library building. A variety of books are available. An inmate librarian is available to assist in the library. Inmates are allowed to have not more than two library books at a time. **THE LIBRARY IS NOT A MEETING PLACE** and should not be used as such.

### WEIGHT ROOM

A weight room is available; it is located on the east side of the big barn. Available hours are posted on the door.

### HOBBY CRAFT TRANSACTIONS

The sale of hobby craft items from you to another prisoner is not permitted. No prisoner may purchase raw/finished hobby craft items from another prisoner for resale purposes. Prisoners housed in different facilities may not engage in business transactions with one another. The Superintendent will set a total sales dollar amount, not to be exceeded. Prisoners are reminded that hobby craft is a leisure time activity, not a business.

### FIRE SAFETY DRILLS

While PMCF is equipped with fire detection and suppression equipment, it is important that all inmates be prepared to evacuate the building or work site in an orderly safe manner. Therefore, fire and emergency evacuation drills are conducted periodically. When an emergency drill is announced, follow instructions of staff and move toward the appropriate exit to which you are directed. **DO NOT TAKE PERSONAL PROPERTY WITH YOU.** Any disregard or interfering with a drill or disregard of any fire safety codes will result in disciplinary action.

**NOTE:** Make sure you have footwear on and take a blanket and/or jacket. These precautions are necessary as you may be evacuated outside the building.

### FIRE SAFETY AND SURVIVAL

By observing some simple rules and using common sense you can greatly decrease the likelihood of a fire. Do not modify any electrical appliances, e.g. stereos, clocks, converters, etc. as this greatly increases the risk of electrical shocks and/or fires. If you note problems with any electrical device, disconnect it, if you can do so safely, and report this to a staff member immediately so that it may be fixed or replaced.

Your actions in a fire can save your life and others. Prompt action is critical in all emergency situations.

1. Summon help first!
2. Extinguish the fire, **if possible** with means at hand, provided you can do so without endangering your safety or the safety of others. **YOUR FIRST PRIORTIY IS TO ESCAPE THE FIRE.**
3. Evacuate the area.
4. In a fire, smoke usually kills, not the heat. If a fire was to break out, expect the entire building to rapidly fill with smoke. Try to place yourself where you will breathe the least amount of smoke possible. Often this can be accomplished by crawling out of the area.

Being prepared is the key to surviving any emergency.

1. Know the primary, secondary and alternate evacuation routes that are posted in each housing unit and common areas.

**\*\*Understanding the evacuation process and evacuation routes can save your life.\*\***

2. Maintain adequate clearance of all fire exits (a minimum of 36" clearance).
3. Maintain clean and sanitary living quarters. Only one "banker's box" is allowed in individual rooms. All other boxes are considered contraband and are a fire hazard.
4. Properly store all personal property.

#### **MATERIAL SAFETY DATA SHEETS (MSDS)**

A Material Safety Data Sheet (MSDS) on all hazardous materials used in this facility is maintained in a MSDS logbook. These books are maintained in medical and maintenance.

#### **HAZARDOUS MATERIALS**

All cleaning materials can be hazardous to your health if not used correctly.

1. **DO NOT MIX CLEANING SOLUTIONS.**
2. Use required personal protective equipment.
3. Be cautious using these solutions and avoid exposing others.
4. If you have ANY questions about the proper use and precautions to take with a product, as any staff member. (Do not use any chemical until you understand its proper use and precautions).
5. First Aid
  - a. EYES – Quickly flush with large volumes of water and call for help. Hold eyes open and keep flushing until medical personnel tell you to stop (at least 20 minutes).
  - b. SWALLOWED PRODUCT – Get help immediately. (DO NOT INDUCE VOMITING UNLESS INSTRUCTED TO DO SO).
  - c. CONTACT WITH SKIN – If concentrate comes into contact with skin, or if burning or irritation occurs from exposure, immediately flush area with plenty of water and call for help.

#### **BLOODBORNE PATHOGENS**

A bloodborne pathogen is any disease that may be contacted through exposure to bodily fluids; i.e., urine, blood, fecal matter, or other bodily secretions. These diseases include HIV (Aids), Hepatitis B and others. To lessen your chances of contracting (getting) one of these diseases you should use universal precautions.

#### **TREAT ALL BODILY FLUIDS AS THOUGH THEY ARE INFECTIOUS.**

1. Avoid high-risk activities, such as:
  - a. Unprotected sex.
  - b. Fights.
  - c. Tattooing.
  - d. Contact with contaminated sharp objects; i.e. needles, razors, or anything that can pierce, puncture, or cut the skin.
2. If you come into contact with another person's bodily fluids, the sooner you wash with soap and water the less chance you have of becoming infected.
3. If there is a bodily fluid spill in your area, contact staff for instructions on proper cleaning procedures.

4. If you are employed in a job where you might come into contact with infected surfaces, make sure you use the proper personal protective equipment. (If you have ANY questions about bloodborne pathogens contact a staff member).

## **RELEASE**

### **RELEASE FROM CUSTODY**

Prior to being released you will be given a checkout sheet. It is your responsibility to ensure all State issued property is accounted for, including library books, educational materials, etc. The checkout sheet must be completed in full before being released.

### **TRANSPORTATION UPON RELEASE**

The institution will provide transportation for a State inmate to the original place of arrest. Inmate flights will be arranged on the earliest available flight. Airline tickets cannot be cashed in. Failure to report at the required time and place for travel may negate the State's responsibility to provide return transportation.

### **SENTENCE CREDITS/GOOD TIME (22AAC 05.472-473)**

Good time is how you, as a sentenced inmate, may reduce the time you spend incarcerated through good conduct. Award of good time is governed by law and is subject to change as new legislation is passed.

### **TIME ACCOUNTING**

A time accounting record will be started and maintained for you by the department. The records officer is responsible for sentenced time accounting. Questions about time accounting should be directed by cop-out to the records officer at Goose Creek Correctional Center, submit them at the cop-out box at the shift office.

### **RESTORATION OF VOTING RIGHTS**

1. If you have been convicted of a felony involving moral turpitude, you lose your right to vote while under the jurisdiction of the department.
2. When you are unconditionally released from custody (after you complete probation and/or parole), you will receive written notice of the restoration of your voting rights before you are released. One copy of the notification will be sent to the Division of Elections and another will be placed in your permanent case record. If you don't receive this notice, contact your probation officer and the Division of Elections in your city or town.

### **Prison Rape Elimination Act (PREA)**

Sexual Misconduct is conduct of a sexual nature that is directed by offenders toward other offenders, by offenders toward staff, or by staff toward offenders. An "offender" is anyone under the care, custody and supervision of the Goose Creek Correctional Center. "Staff" or "staff member" is anyone employed by, contracted by or volunteering for the Goose Creek Correctional Center. Sexual misconduct includes, but is not limited to the following acts or attempted acts:

1. Sexual contact (i.e. petting) and/or intercourse (i.e. penetration)
2. Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason (e.g., the sexual gratification of a staff member).
3. Any action designed for sexual gratification of an offender or staff member, such as masturbating in front of another person.



4. Making or encouraging obscene or sexual advances, gestures or comments or exposing genitalia, buttocks or female breasts.
5. Touching of self in a sexually provocative way
6. Initiating any form or type of communication of a sexual nature
7. Influencing or making promises regarding safety, custody, parole status, privacy, housing, privileges, work assignments, program status, etc., in exchange for sexual favors. This includes an exchange of anything of value between staff and inmate or inmate and inmate.
8. Threats, intimidation or retaliation

**Inmate-on-Inmate Sexual Abuse** is when one or more inmates engage in sexual conduct, including sexual contact, with another inmate against his or her will or by use of threats, intimidation or other coercive actions. Inmate-on-Inmate Sexual Abuse is a form of “Prison Rape” under the Prison Rape Elimination Act of 2003.

**Staff-on-Inmate Sexual Abuse/Assault** is engaging in, or attempting to engage in a sexual act with any inmate or the intentional inappropriate touching of an inmate with the intent to abuse, humiliate, harass, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, volunteer or contract personnel **regardless of consensual status**, is prohibited and subject to administrative and criminal disciplinary sanctions.

No one has the right to pressure anyone to engage in sexual acts. Inmates should not tolerate sexual assault or pressure to engage in any sexual behavior. Under Alaska laws, one cannot legally consent to sexual activity with anyone else while incarcerated.

Therefore, it is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an offender. A staff member would be committing a criminal offense by participating in any sexual activity with an offender. It is not appropriate for an offender to approach a staff member in a sexual manner; this type of behavior is prohibited and corrective action will be taken to stop such behavior from occurring.

**Steps you can take to reduce the possibility of sexual assaults:**

- Choose your associates wisely. Look for people who are involved in positive groups and activities
- Avoid being alone
- Do not accept gifts or favors from others. Most gifts come with a string attached
- Do not accept an offer from another offender to be a protector
- Avoid borrowing and becoming indebted to someone
- Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct
- Be alert! Substances such as drugs and alcohol weaken your ability to stay alert and make good judgments
- Be direct and firm if others ask you to do something you do not want to do
- Trust your instincts. If you sense a situation is dangerous, it probably is

**What to do if you are assaulted:****Report sexual misconduct**

Sexual misconduct (by staff or offenders) is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or seen, report it immediately.

To make sure that sexual misconduct is reported, the Goose Creek Correctional Center has several ways to do so with confidentiality. Offenders may use the reporting method with which they are most comfortable.

- ☐ Find a staff member (e.g. security officer, medical personnel, chaplain, etc.) with whom you are comfortable and tell them what happened. As part of their job, staff is required to report any allegations, ensure offender safety and maintain confidentiality.
- ☐ Send a confidential Request for Interview Form to the Lieutenant.

**Reprisals**

No reprisals of any kind shall be taken against an inmate or employee for good faith reporting of sexual abuse or sexual threats.

**Seek medical attention**

If the sexual incident was recent, you will be asked to consent to a sexual assault exam by a qualified health care professional. Your consent is needed for this type of exam. Even though you may want to clean up after the assault, it is important that you advise staff immediately or as soon as practical and be seen by medical staff before you shower, wash, drink or change clothing, or use the bathroom. Medical staff will examine you for injuries that may or may not be obvious to you. They may also perform further examinations to gather physical evidence of the assault and to check for sexually transmitted diseases. You have the right to refuse any examination however, if you have been the victim of sexual misconduct, it is critical you allow staff or medical professionals to collect as much evidence as possible.

You can receive medical attention for any injuries without submitting to a sexual assault examination. The medical care is for the purpose of treating injuries and keeping you healthy. Medical information gathered during treatment is confidential.

You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services.

Any form of sexual misconduct is degrading and may result in psychological distress. Victims should seek appropriate treatment. Mental health staff within the institution is available to help offenders recover from the emotional impact of sexual assault.

**What happens to reports of sexual misconduct?****Investigation**

All allegations of sexual misconduct, sexual harassment, over-familiarity and retaliation will be investigated.

Retaliation is intimidation to prevent an offender from filing a complaint or participation in an investigation of sexual misconduct. The GCCC prohibits anyone from interfering with an investigation, including by intimidation or retaliation against witnesses or victims. Any form of retaliation should be reported to the superintendent or investigator.

**Possible outcomes of an investigation**

A thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses and documentation.

After the investigation is completed, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true
- There is insufficient evidence to conclude the allegation is true
- The allegation is unfounded. This means that the evidence shows that the person reporting the sexual misconduct made a false allegation. If the investigation proves that the allegation is false, the person who made the allegation is subject to corrective action, including discipline.
- There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

Anyone who sexually abuses or assaults an offender or staff member will be disciplined and may be criminally prosecuted. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately; but regardless of when the assault occurred, it should be reported.

**If you are a survivor** of sexual assault, you have suffered a traumatic experience.

Survivors experience feelings of:

- Vulnerability
- Powerlessness
- Loss of masculinity
- blame
- Fear
- Sadness
- Shame
- rage/anger
- Confusion
- Self-doubt

**Part of the Trauma**

The survivor may experience includes:

- Nightmares
- Insomnia
- Anxiety
- Frequent crying
- Eating disorders
- Lack of concentration
- Sexual dysfunction or hyper sexuality
- Antisocial and criminal behavior
- disturbing sexual fantasies

- Substance abuse
- Phobias
- Lifestyle disorganization

**Coping Skills: Ideas to help begin the healing**

- Write in a journal
- Exercise
- Poetry
- Music
- Reading
- Talk/Write to a trusted friend

**Safety Guidelines to Consider**

- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it feels wrong, LEAVE.
- Body language. You are judged within three seconds of someone first seeing you. Walk with certainty, head up high. Learn good posture.
- Don't ask for things. Some inmates have access to things you may need or want; however, many seek favors of some kind in return. Placing yourself in debt may lead to a request to an expectation of sexual favors for repayment.
- Avoid high-risk places. There are blind spots in every facility, on the yard and in the units. These are places where it is difficult for the officers to see. Learn these places and avoid them.

**CONCLUSION**

No booklet of this type can cover all issues affecting prisoner resources, responsibilities and privileges. Staff will attempt to keep you informed of current institution changes. Should you have any questions, ask before acting.

**CHANGES IN THE HANDBOOK**

This handbook was considered current at the time of printing. However, changes do occur and such changes, issued by memorandum, in policies or operating procedures are made available in written directives until such time as they can be incorporated into a revised version of the handbook.